

PERSONNEL AND ADMINISTRATIVE REFORMS
DEPARTMENT

**KERALA GOVERNMENT SERVANTS'
CONDUCT RULES, 1960**

ISSUED BY THE AUTHORITY OF THE GOVERNMENT OF KERALA

(Incorporating amendments up to 7-8-2014)

PREFACE

Consequent on the formation of Kerala State in November, 1956, the 'Kerala Government Servants' Conduct Rules' was brought in 1960. Several amendments to the Rules have been issued from time to time. It was therefore felt that there is a need to update the 'Kerala Government Servants' Conduct Rules' incorporating subsequent amendments to meet the present day requirements. Review and publication of updated version of 'Kerala Government Servants' Conduct Rules' was also one of the Actions/Objectives under Result Framework Document (RFD) of Personnel & Administrative Reforms Department for 2011-12;

All amendments and modifications up to 30th June, 2015 have been incorporated in this edition.

Any error or omission in any of the rules may be brought to the notice of the Secretary, Personnel & Administrative Reforms Department, Government of Kerala for appropriate rectification.

Thiruvananthapuram,
Dated: 12-10-2015.

K. AJAYAKUMAR,
Secretary,
Personnel & Administrative
Reforms Department.



KERALA GOVERNMENT SERVANTS' CONDUCT RULES, 1960

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all previous rules on the subject, the Governor of Kerala hereby makes the following rules:—

1. Title and application.—(i) These rules may be called the Government Servants' Conduct Rules, 1960.

(ii) They apply to all Government servants under the rule-making control of the Kerala Government subject to the provisions of sub-clause (iii) below.

(iii) The provisions in rules 76 to 79 of these rules shall not apply to employees in subordinate service in Government owned industrial concerns.

(iv) Nothing in these rules shall be deemed to derogate from provisions of any law or of any order of any competent authority for the time being in force relating to the conduct of Government servants.

2. Definitions.—In these rules unless there is anything repugnant in the subject or context—

(a) "Government" means the Government of Kerala State.

(b) "Government Servant" means any person in the service of Government and under its rules-making control whether for the time being in foreign service or not.

(c) "Member of a Government servant's family" includes—

(i) the wife, child or step-child of such Government servant whether residing with him or not and in relation to a Government servant who is a woman the husband residing with her and dependent on her; and

(ii) any other person related, whether by blood or by marriage to the Government servant or to such Government servant's wife or husband and wholly dependent of such Government servant, but does not include a wife or husband legally separated from the Government servant or child or step-child who is no longer in any way dependent upon him or her, or of whose custody the Government servant has been deprived by law.

(cc) "Service Association" includes a Federation or a Confederation of Service Associations.

(d) Words importing the masculine gender shall be taken to include the feminine, if circumstances so require.

3. General.—Every Government servant shall at all times maintain absolute integrity and devotion to duty.

4. Employment of near relatives of Government servants in private firms enjoying Government patronage.—No Government servant shall, except with the previous sanction of the Government, permit his son, daughter or dependent to accept employment with any private firm, with which he has official dealings, or with any other firm having official dealings with the Government provided that where the acceptance of the employment cannot await the prior permission of the Government or is otherwise considered urgent, the matter shall be reported to the Government and the employment may be accepted provisionally subject to the permission of the Government.

5. Applicability of Rules to Advocate General and other officers who are not full-time officers.—Except where they are specially mentioned, the rules do not apply to the Advocate General and other officials who are not full time officers but are engaged by Government to do certain work for them without prejudice to the regular exercise of their professions in other respects.

6. Gift, gratuity and reward.—Save as otherwise provided in these rules, no Government servant shall, except with the previous sanction of Government, accept or permit any member of his family to accept directly or indirectly on his own behalf or on behalf of any other person, any gift, gratuity or reward from a person not related to him.

7. A Government servant may accept from any person a complimentary gift of flowers or fruits or similar articles of trifling value; but all Government servants shall use their best endeavours to discourage the tender of such gifts.

8. A Government servant may accept or permit a member of his family to accept from a person who is his personal friend a wedding gift of a value which is reasonable in all the circumstances of the case. All Government servants shall use their best endeavours to discourage the tender of such gifts and such acceptance or permission shall be reported to Government, and if Government so require, the gifts shall be returned to the donor.

9. If a Government servant cannot, without giving undue offence, refuse a gift of substantial value he may accept the same, but shall, unless the Government by special order otherwise direct, deliver the gift to Government for decision as to its disposal.

10. Habitual use of vehicles and animals belonging to others.—Government servants are forbidden to make habitual use of vehicles and animals belonging to others or to travel free of charge in any vehicle plying for hire.

11. Public demonstration in honour of Government servants.—Save as otherwise provided in these rules no Government servant shall, except with the previous sanction of Government,—

(a) receive any complimentary or valedictory address; accept any testimonial or attend any public meeting or entertainment held in his honour; or

(b) take part in the presentation of a complimentary or valedictory address, or of a testimonial to any other Government servant or to any person who has recently quitted the service of Government; or attend a public meeting or entertainment held in honour of such other Government servant or person; or

(c) take part in the raising of a fund to be expended in recognition of the services of any other Government servant, or of a person who has recently quitted the service of Government for any purpose whatsoever.

12. Subject to the provisions of any general or special order of Government, a Government servant may attend a farewell entertainment of a substantially private and informal character held with regard to himself or to any other Government servant or to a person who has recently quitted the service of Government on the occasion of his retirement from service or departure from the station of himself or such other Government servant or person. In accepting the invitation the Government servant should if necessary make it clear that the function must be substantially private and on no account take the character of a public entertainment, that no address should be presented to him or to other Government servant and that the organisers will, discourage the publication of the proceedings of the entertainment in the Press.

Note:—A Government servant should, as a rule, discourage his subordinates from organising or participating in a farewell entertainment in his honour, as in the absence of such discouragement, the subordinates may feel themselves bound, as a matter of course, to organise such a function and incur expenditure thereon.

13. Presentation of trowels, etc., at ceremonial functions.—(a) No Government servant shall, except with the previous sanction of the Government, receive any trowel, key or other similar article offered to him at a ceremonial function, such as the laying of a foundation stone or the opening of a public building.

(b) A Government servant who receives an invitation to preside at such a function should, if he decides to accept it, invariably inform the promoters that he can attend only on the understanding that no presentation of any kind is made.

14. Subscriptions.—Except with the previous sanction of the Government, or some authority empowered in this behalf by Government, no Government servant shall ask for or accept or in any way participate in the rising of any subscription or other pecuniary assistance or take part in any collection of money for any public or local or other purpose.

15. Purchase of resignation, etc.—No Government servant shall enter into any pecuniary arrangement for the resignation by one of them of any office under the Government, or for the taking of leave for the benefit of the other. Should this rule be infringed, any nomination or appointment consequent upon such resignation or leave will be cancelled by the appointing authority and such parties to the arrangement as are still in service will be subject to disciplinary proceedings which may involve their dismissal from service.

16. Lending and borrowing.—(1) No Government servant shall—

(a) directly or indirectly engage in the business of money lending; or

(b) except with the previous sanction of Government, lend money to any person possessing land within the local limits of his authority, or at interest to any person; or

(c) save in the ordinary course of business with a Bank or a Firm of standing borrow money from, or otherwise place himself under pecuniary obligation to, any person subordinate or superior to him or anyone else within the local limits of his authority; or

(d) except with the previous sanction of Government, permit any member of his family to enter into any transaction of the nature of those prohibited in this case of Government servants;

Provided that—

(i) clause (b) does not preclude the making of advances of pay to private servants even if they possess land within the local limits of the Government servant's authority;

(ii) clause (c) does not preclude the acceptance of a purely temporary loan of small amount, free of interest, from a personal friend or the operation of reasonable credit account with a *bona fide* tradesman;

(iii) this sub-rule shall, in its application to the dealings of a Government servant with a Co-operative Society registered or deemed to have been registered under the Co-operative Societies Act or under any similar law, be subject to such relaxations as Government may, by special or general order, direct;

(iv) clause (c) will not permit a Government servant who has to deal officially with a Bank or a Firm from placing himself under a pecuniary obligation to such Bank or Firm. Wherever a Government servant propose to enter into such a relationship with a Bank or Firm, he should first inform Government and obtain orders.

(2) When a Government servant is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub-rule (1) he shall forthwith report the circumstances to Government, and shall thereafter act in accordance with such orders as may be passed by Government. A non-gazetted Government servant shall make the report referred to above to the Head of the Department concerned.

Note:—The term 'land' in the above rule includes house property.

17. The above rule does not prevent a Government servant from borrowing money from a Co-operative Society of which he is a member provided that where the borrowing is on personal security, the surety shall not be a Government servant subordinate to him.

18. The prohibition as regards the lending and borrowing of money applies to all loans, credits, advances, supply of articles or accommodation at unduly low rates or for insufficient consideration and to sales of property for inordinate prices.

19. The fact that a Government servant lending money is acting as an executor, administrator or as a trustee without profit or advantage to himself in no way affects the prohibition.

20. A Government servant who belongs to a Joint Hindu Family carrying on the business of money-lending as an ancestral profession is exempted from the prohibition, provided he takes no active share in the business and is not employed in a district in which the transactions of the firm are carried on.

21. A Government servant engaged in teaching is prohibited from having pecuniary relations with any pupil or ex-pupil or parent or guardian of a pupil or ex-pupil or with the staff or establishments of the school or college in which he is employed. A person who has ceased to be a pupil of the Government servant for a period of over two years will not be regarded as an ex-pupil for the purpose of this rule.

22. Litigation.—No Government servant shall, without the written permission of the Head of Office in the case of a non-gazetted servant and of Government in the case of a gazetted servant,—

(i) take or transfer in his name any actionable claim, or decree, or

(ii) concern himself in any litigation in which he has no direct personal interest.

23. Sale or lease of Government land.—Except in accordance with the standing orders of the Board of Revenue, or with the sanction of Government no Government land may be sold or granted on lease to any Government servant, whether in permanent or temporary employ.

24. Buying and selling house and other valuable property.—Save in the case of a transaction conducted in good faith with a regular dealer or permitted under rule 26, a Government servant who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value [Twenty five thousand rupees]¹ with any person residing, possessing immovable property or carrying on business, within the local limits of the official authority of such Government servant, shall declare his intention to Government. The declaration shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal, and the Government servant shall thereafter act in accordance with such orders as may be passed by Government:

Provided that a Government servant who is about to quit the station, district or local limits of his official authority may, without reference to any authority, dispose of any of his movable property by circulating lists thereof among the public generally or by causing it to be sold by public auction.

Note.—1. Sanction of competent authority will be necessary also in the case of officers who have no defined local area for the exercise of their powers or to whom there is no delegation of statutory powers.

Note.—2. The declaration of the intention to transact any purchase, sale or disposal by other means of immovable property by a Government servant shall be in the Form prescribed in Appendix-B.

24A. Whenever a Government servant acquires or gets possession of any antiquity, he shall immediately inform the fact to Government and get sanction of the Government for keeping the same in his possession.

¹ Substituted for the words "One thousand rupees" vide G. O. (P) 12/2009/P&ARD dated 14-9-2009. Published as SRO No. 838/2009 in Kerala Gazette Extraordinary No.1862 dated 8th October, 2009.

If a Government servant acquires or gets possession of any article, object or thing having the appearance of an antiquity, he may, in case of doubt verify from the Registration Office under the Archaeology Department at Kottayam or Trichur or from the Director of Archaeology at Trivandrum whether the article, object or thing is an antiquity or not.

Explanation:—For the purpose of this rule the expression “antiquity” includes—

(i) any coin, sculpture, manuscript, epigraph or other work of art or craftsmanship.

(ii) any article, object or thing detached from a building or cave,

(iii) any article, object or thing illustrative of science, art, crafts, literature, religion, customs, morals or politics in bygone ages,

(iv) any article, object or thing of historical interest, and

(v) any article, object or thing declared by the Government by notification, to be an antiquity for the purposes of the Kerala Ancient Monuments and Archaeological Sites and Remains Act, 1968 (26 of 1969) which has been in existence for not less than one hundred years.

25. Heads of Departments are authorised to exercise the powers of Government for the purpose of the above rules in respect of Government servants serving in the Departments. They are at liberty to refer any case to Government for advice or orders if they consider such a course desirable.

26. **Holding or acquiring of immovable property.**—No Government servant shall, save in good faith for the purpose of residence, acquire any immovable property anywhere in India by purchase or gift with the previous sanction of Government.

27. Sanction will, on no account be accorded to the purchase of land for commercial purposes in any part of the Kerala State by a person employed or concerned in the collection of revenue or the administration of justice.

28. The restrictions on the acquisition and possession of immovable property apply to the acquisition and possession of any personal interest in such property and to the acquisition and possession of such property by a Government servant in the name of any other person, but not to the acquisition or possession of an interest as trustee, executor or administrator only.

29. A Government servant who already owns a house or site, may not acquire another house or site for residential purposes without the sanction of Government or the authority to whom the power of sanction has been delegated.

30. A Government servant should not ordinarily be posted to his native District or allowed to acquire land within the revenue District or Taluk in which he is serving. Permission to do this should be granted only in very special circumstances. He may usually be permitted to acquire immovable property outside the revenue District or Taluk in which he is serving. But when, on transfer to a District or Taluk in which he holds immovable property, a Government servant makes a special report required by rule 41, the authority responsible should ordinarily transfer him to another District or Taluk.

Note:—Gazetted Officers employed in Educational, Technical and Research Institutions and Non-Gazetted Officers who are not entitled to exercise discretion in the course of their duties may be exempted from the provisions of the above rule.

31. An annual statement will be submitted by all Heads of Departments not later than the 15th January in each year of cases in which special permission has been granted by them for—

(a) the acquisition by a Government servant of immovable property in the District or Taluk in which he is employed.

(b) the retention by a Government servant of immovable property in the District or Taluk to which he has been transferred.

(c) similar returns will be submitted to Heads of Departments by subordinate officers to whom powers of sanction have been granted. The return submitted to Government by the Heads of Departments will not include cases disposed of by officers subordinate to them.

32. In the case of a family governed by the Marumakkathayam Law, a junior member who is a Government servant will not ordinarily be required to obtain sanction when immovable property is acquired by the managing member on behalf of the family. But this exception will not apply to any acquisition even though made in the name of the Karanavan, if it is shown that it is really intended to be the self-acquired property of the Government servant.

33. Except with the sanction of the Government, a Government servant is prohibited from purchasing, directly or indirectly any kind of property, movable or immovable at a sale on account of Government dues or under the orders of the Court within the District or Taluk in which he is, for the time being employed.

34. Control over immovable property held or acquired by Government servants.—Subject to the provisions of any general or special orders of Government, every Government servant shall make to the Government, through the usual channel, a declaration of all immovable property which may, from time to time, be held or acquired by him or by his wife or by any member of his family living with or in any way dependent upon him. The declaration shall state the District or State within which the property is situated and should give such further particulars as Government may, by general or special order require.

35. The declaration must include all immovable property held or acquired by a Government servant in his own name or in the name of any other person wherever situated in India. It should as far as possible, give all the details required in the Form in Appendix-A.

36. Whenever a Government servant by inheritance, succession or bequest becomes possessed of immovable property in the district or taluk in which he employed, or of the interest in such immovable property contemplated by the rule, he must communicate all particulars thereof through the usual channel to Government.

37. All Government servants except those in the ¹[part-time Contingent Service] must submit to Government not later than the 15th January each year, a statement in the Form given in Appendix-A showing all the immovable ²[and/or movable] properties of which he stood possessed or in which he had an interest at the close of the preceding calendar year;

³[Provided that the movable property worth ₹ 25,000 or less or as fixed by the Government from time to time need not be included in the Statement:

Provided further that once 'On-line' filing of Statement as per Rule 37 or Rule 39, as the case may be, is implemented in a Department, filing of the Statements in paper shall be discontinued in that Department.]

38. The Government or any authority empowered by it in this behalf may, at any time, by general or special order, require a Government servant to submit, within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the authority so empowered, include details of the means by which or the source from which, such property was acquired.

¹ Substituted for the words "Last Grade" vide G.O.(P) 39/2010/P&ARD dated 14-12-2010. Published as SRO No. 46/2011 in Kerala Gazette No. 3 dated 18-1-2011.

² Inserted the words and symbol vide G.O.(P) 39/2010/P&ARD. Dated 14-12-2010. Published as SRO No. 46/2011 in Kerala Gazette No. 3 dated 18-1-2011.

³ Added by G.O. (P) 39/2010/P&ARD. Dated 14-12-2010. Published as SRO No. 46/2011 in Kerala Gazette No. 3 dated 18-1-2011.

39. If in any year a Government servant has neither acquired nor relinquished or otherwise disposed of any immovable [movable] property, or any interest in immovable [movable] property, he need not submit the [full] statement referred to in rule 37 above but shall instead submit a certificate to that effect [statement in the form in Part I Appendix A.].

40. The annual return should include all immovable property acquired or registered in the name of the Government servant either on his own account or as a trustee, executor or administrator, or acquired or registered in the name of or held or managed by any member of his family. In the case of a Government servant who follows the Marumakkathayam Law the statement should include acquisitions of immovable property by his consort.

41. If a Government servant receives an order of transfer to a district or taluk in which he possesses or has an interest in immovable property he must at once bring the fact to the notice of his immediate superior.

42. Any attempt to mislead and any failure to give full and correct information will render the Government servant concerned liable to disciplinary punishment.

42A. If in a disciplinary enquiry against a Government servant on charges of corruption, it is proved that the Government servant or any person on his behalf is in possession, or has, at any time during the period of office of such servant, been in possession, for which such servant cannot satisfactorily account, of pecuniary resources or property disproportionate to his known source of income then on such proof it shall be presumed unless the contrary is proved that such Government servant is guilty of misconduct.

43. **Investments.**—(a) No Government servant shall speculate in investments. For purpose of this rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(b) No Government servant shall make or permit any member of his family to make any investments likely to embarrass or influence him in the discharge of his official duties.

Note:—If any question arises, as to whether a security or an investment is of the nature referred to above, the decision of the Government thereon shall be final.

44. Membership of Co-operative Societies.— Government servants, except those who are employed in the Co-operative Department, or whose duty is to supervise or audit Co-operative Societies are at liberty to become members of and make deposits in Co-operative Societies:

Provided that persons employed in the Co-operative Department may become ordinary members of Co-operative Consumer Stores and Co-operative Canteens organised by Government servants:

Provided further that the staff of the Co-operative Department may form Co-operative Societies exclusively for themselves:

Provided also that persons employed in the Co-operative Department may become members of Co-operative Housing Societies or of Co-operative Credit Societies if such persons are not directly in-charge of the supervision or audit of those Co-operative Societies subject to the restriction that in case any such person after becoming a member of any such Co-operative Society becomes directly in-charge of the supervision or audit of the Society he/she shall report the matter forthwith to his/her Controlling Officer who shall transfer the supervision or audit of that Society to any other officer in the District or neighbouring District as the case may be.

45. Promotion and Management of Companies.—No Government servant shall, except in course of duty, take part in the promotion, registration or management of any Bank or Company:

Provided that a Government servant may in accordance with the provisions of any general or special order of Government, take part in the promotion, registration or management of a Co-operative Society registered or deemed to be registered under the Co-operative Societies Act.

46. No Government servant shall serve or accept paid employment in any Company, Mutual Benefit Society or Co-operative Society or act as an agent, whether paid by salary or commission, to any Insurance Company or Society. Where, however, no remuneration is accepted, there is no objection to a Government servant's taking part in the management of a mutual benefit society if he has first obtained the sanction of the Head of his Department and a certificate to the effect that the work undertaken will be performed without detriment to his official duties.

Explanation:—For the purpose of this rule “Mutual Benefit Society” shall mean a Society registered under a statute other than the Kerala Co-operative Societies Act, 1969 for the mutual benefit of its members, without any profit motive.

Note.—The sitting fees accepted by Government servants who are elected or nominated to the Board of Directors or Committee of a Co-operative Society in accordance with the bye-laws of the Society shall not be treated as remuneration for the purpose of this rule.

47. Government servants shall be at liberty to take part in the promotion of Co-operative Societies but no Government servant shall except in the course of duty or as provided for in the Service Regulations, hold office in any Co-operative Society or serve on any committee appointed for the management of its affairs unless the Society is composed wholly of Government servants or partly of Government servants and partly of employees of local bodies.

48. **Private trade or employment.**— (1) No Government servant shall, except with the previous sanction of the Government, engage directly or indirectly in any trade or business or undertake any employment:

Provided that a Government servant may, without such sanction undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer, but he shall not undertake or shall discontinue such work if so directed by the Government.

Explanation I.—Canvassing by a Government servant in support of the business of insurance agency, commission agency etc., owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

Explanation II.—The issue of certificates and commendations by Government servants with regard to a product of cultural, artistic or industrial enterprise likely to be published for the business advancement of any person shall also be deemed to be a breach of this sub-rule:

Provided further that a Government servant may, without such sanction, undertake work connected with examinations (including examinerships) conducted by Universities, Public Service Commission and other examining bodies under the State Government or the Central Government or by the London Chamber of Commerce, and accept the remuneration therefor on condition that such work does not interfere with his normal duties; but he shall not undertake more than three examinerships in a year:

Provided further that the Director of Survey and Land Records and the Assistant Directors of Survey and Land Records of the Survey Department may without such sanction undertake examinerships relating to the survey and Land Records Department notwithstanding that the number of examinerships in a year may exceed three, and accept the remuneration therefore:

Provided also that the teaching staff of the Medical Colleges and Dental College under the State Government may without such sanction accept examinerships, in respect of examinations relating to Medical Science, in not more than three Universities in an year, notwithstanding that the number of examinerships in a year may exceed three and accept remuneration therefor.

Note.—The limitation with regard to the number of Universities in the proviso will not be applicable in respect of examinerships for Post Graduate Examinations, in which case the teachers can take up examinerships in any number of Universities subject to the condition that this will not affect their teaching work:

Provided also that the teaching staff of the Veterinary College, Trichur of the Animal Husbandry Department may without such sanction accept examinerships, in respect of examinations conducted inside the State relating to Veterinary Science, notwithstanding that the number of examinerships in a year may exceed three, and accept remuneration therefor.

Note.—The restriction in the second proviso to this rule will, however, apply to acceptance of examinerships in respect of examinations conducted outside the State by the teaching staff of the Veterinary College, Trichur.

(2) Every Government servant shall report to the Government if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

49. Government servants as Arbitrators.—(a) A Government servant may not act as arbitrator in any case without the sanction of his immediate superior or unless he be directed so to act by a Court having authority to appoint an arbitrator.

(b) No Government servant may act as arbitrator in any case which is likely to come before him in any shape in virtue of any judicial or executive office which he may be holding.

(c) If a Government servant acts as arbitrator at the private request of disputants, he can accept no fees.

(d) If he acts by appointment of a Court of Law he may, notwithstanding anything contained in the Service Regulations accept such fees as the Court may fix:

Provided that the Government may direct that the whole or part of such fees shall be credited to Government.

49A. Conduct of teaching staff in Government Colleges.— The following lapses shall constitute improper conduct on the part of the teaching staff of Government Colleges, namely:—

(i) failure to perform his/her academic duties such as invigilation work, coming to the class without preparation to conduct lecture classes, practical classes, assessment and guidance and refusal or wilful delay in the execution of any work allotted to the teacher by the authority concerned in connection with Colleges/University Examinations;

(ii) gross partiality in assessment of students, deliberately over-marking or under-marking or attempting at victimisation on any grounds;

(iii) inciting students against other students, colleagues or against the University or the State Government or the Central Government:

Provided that the expression of difference of opinion on principles at seminar, or other place, where students are present shall not be deemed to constitute improper conduct;

(iv) raising questions of caste, creed, religion, race or sex in his relationship with his colleagues and trying to use the above considerations for improvement of his prospects;

(v) refusal to carry out the decisions of appropriate administrative and academic bodies and/or functionaries of the University, which are not against the provisions of any law for the time being in force.

[49B. Conduct of teaching staff and other Government servants.—The following lapses shall constitute improper conduct on the part of the teaching staff of the Government Institutions and other Government servants:—

Failure to undertake the assignments of Public Service Commission such as setting of question papers, invigilation in Examination Halls, acceptance of Chief superintendentship for the examination, evaluation of answer papers, assisting the commission as experts in the framing of syllabus for tests or conducting the interviews and to discharge the duties arising therefrom.]

50. Medical Officers and private practice.—A Medical Officer employed under Government shall not maintain or have any interest in a private nursing home, hospital, medical store or shop or similar establishment. He is also prohibited from examining or treating patients at Private Nursing Homes, Hospitals or Dispensaries even in an honorary capacity. He may, however, examine or treat patients outside duty hours at his residence or at the residence of the patients but shall not accommodate them as in-patients at his residence

¹ Rule 49B inserted by G.O. (P) 12/98/P&ARD. Dated 7-3-1998 published as S.R.O. No. 257/98 in Kerala Gazette Extraordinary No. 469 dated 18th March, 1998.

and shall not also conduct any operation on the patients at his or her residence. Medical Officers shall not be allowed to have private practice during their hours of duty. However, for attending emergent cases he may with the written permission of the Medical Officer-in-charge of the hospital where he is employed and subject to the condition that alternate arrangements are made by him in the hospital during his absence, leave the hospital:

[Provided that a teacher (Medical Officer) in Government Medical and Dental Colleges in the State shall not examine or treat patients outside duty hours at his residence or at the residence of the patients and shall not be allowed to have private practice of any nature.]

50A. Government servants directly concerned with execution of public works engaging approved contractors for private works.—No Government servant directly concerned with the execution of public works shall engage any approved contractor having current works within his jurisdiction, for the purpose of executing private works in which the Government servant is in any way interested.

51. Insolvency and habitual indebtedness.—A Government servant shall avoid habitual indebtedness. If a Government servant is adjudged or declared an insolvent, or has incurred debts aggregating to a sum which in ordinary circumstances, he could not repay within a period of two years or if a part of his salary is frequently attached for debt, has been continuously so attached for a period of two years or is attached for a sum which in ordinary circumstances, he could not repay within a period of two years, he should be presumed to have contravened this rule and is liable to be removed from service provided that such removal will not ordinarily result in the forfeiture of the pension which the person concerned would then be entitled to under the rules had he been invalidated from service. But he need not be so deemed if he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control, and had not proceeded from extravagant or dissipated habits. The burden of proving such special circumstances will always be upon the Government servant concerned.

52. A Government servant who applies to be or is adjudged or declared insolvent shall, forthwith report his insolvency to the Head of the Office or Department in which he is employed.

¹ The provisio inserted by G.O(P) 15/2009/P&ARD dated 7th October 2009 published as S.R.O. No. 835/2009 in Kerala Gazette No. 1854 dated 7-10-2009.

53. On receipt of information that a Government servant has been declared an insolvent or that his salary is being continuously attached as contemplated in rule 51, the Head of the Department or the Head of the Office shall in the case of those Government servants who are appointed by Government communicate the fact forthwith to Government and in the case of those whom they themselves or their subordinates are competent to appoint, take or cause to be taken such action as may be called for under rule 51 above.

54. The plea that the insolvency or indebtedness has been caused by standing security for other persons shall in no case be accepted as an excuse for abating the action under these rules.

55. A Government servant who has been removed from service on account of insolvency, shall not be eligible for re-employment in any branch of public service.

[56. **Communication of official documents or information.**—Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made thereunder:

Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or any other person to whom he is not authorised to communicate such document or classified information.]

57. [****. **** ***** ***** ***** *****]²

58. **Connection with press.**—No Government servant shall except with and during the continuance of previous sanction of Government own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication. Such sanction will only be given in

¹ Rule 56 substituted by G.O.(P) 7/2010/P&ARD dated 12-3-2010. Published as SRO No. 277/2010 in Kerala Gazette No. 659 dated 19th March 2010.

² Deleted by G.O.(Ms.) 352/68/PD. dated 28-11-1968 published as S.R.O. No. 437/68 in Kerala Gazette No. 43, dated 24th December 1968.

the case of newspapers or publications mainly devoted to the discussion of topics not of a political character such for instance, as art, science or literature. The sanction is liable to be withdrawn at the discretion of Government. This rule applies to the Advocate General, Government Pleaders, Public Prosecutors and other part-time Government servants.

58A. No Government servant shall, without the previous sanction of Government in any manner aid or participate in the editing, publishing or management of any publication which contains commercial advertisements or shall be a member of any group of Government servants which brings out such publication.

59. Communicating with members of the Legislature.—No Government servant shall approach any member of the Legislature with a view to having any grievance made the subject-matter of interpolations or discussion in the Legislature. Any such disclosure will be considered to be a breach of rule 56.

60. Discussion of the policy or action of Government.—(a) No Government servant shall, by any utterance, writing or otherwise discuss or criticise in public or at any meeting or association or body, any policy pursued or action taken by Government nor shall be in any manner participate in such discussion or criticism:

Provided that nothing contained in this rule shall be deemed to prohibit—

(i) A Government servant from participating in discussion at any private meeting solely of Government servants or of any recognised association of Government servants of matters which affect the personal interests of such servants individually or generally; or

(ii) A Government servant from defending and explaining in public or private meetings any policy or action of Government for the purpose of removing misapprehensions and correcting mis-statements or for the purpose of effectively carrying out such policy.

Explanation:—Nothing contained in this rule shall be construed to limit or abridge the power of Government requiring any Government servant to publish and explain any policy or action of Government in such manner as may appear to them to be expedient or necessary.

(b) No Government servant shall engage himself or participate in any demonstration which is prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence.

(c) No Government servant shall raise any slogans or participate in any disorderly demonstrations or otherwise engage himself in any other disorderly conduct, within office premises or while on duty.

(d) No Government servant shall wear any badges, arm-bands or such other symbols having inscriptions or slogans which may offend the interests of the sovereignty and integrity of India, the security of the State, friendly relations with Foreign States, public order, decency or morality or which may amount to contempt of court, defamation or incitement to an offence, strike or breach of discipline.

(e) No Government servant shall engage himself in anti-secular activities or activities which tend to create communal disharmony.

61. A Government servant may not, except in the discharge of his official duties preside over or take part in the organisation of or occupy a prominent position at or address any non-official meeting or conference, at which it is likely that speeches will be made or resolutions will be proposed or passed criticising the action of Government or requesting Government to take certain action other than to make grants 'admissible under Government rules or orders in support of educational or similar institutions.

Note:—Regularly convened meetings for the transaction of the legitimate business of Municipal Council and similar bodies established by law or created by Government and of associations of Government servants recognised by Government, and of committees or branches of such bodies or associations are not non-official meetings for the purpose of this rule.

62. Publication of documents and communications to the Press in the name of Government servants and public speeches.—No Government servant shall, in any document published by him or in any communication made by him to the Press or in any public utterance delivered by him, make any statement of fact or opinion which is capable of embarrassing:—

- (a) the relation between the Government and the people or any section thereof;
- (b) the relations between the Government and the Government of India; and
- (c) the relations between the Government and any other Indian State, or any foreign country.

63. A Government servant who intends to publish any document or to make any communication to the Press or to deliver any public utterance containing statements in respect of which any doubt as to the application of the

restrictions imposed by rule 62 may arise, shall submit to Government a copy or draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by Government.

Note.—The rules regarding discussion of Government policy and action and publication of documents and communications apply to the Advocate General, Government Pleaders, Public Prosecutors and other Part-time Government servants.

64. Evidence before committees.—No Government servant shall give evidence before a public committee except with the previous sanction of Government.

65. No Government servant giving such evidence shall criticise the policy or decisions of the Government or any other Government.

66. Rules 64 and 65 do not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers nor to evidence given in judicial inquiries.

Note.—The above rules apply to Part-time Government servants also.

67. Taking part in politics and elections.—(1) No Government servant shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government servant to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive of the Government as by law established, and where a Government servant is unable to prevent a member of his family from taking part in or subscribing in aid of, or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the Government.

(3) If any question arises whether any movement or activity falls within the scope of this rule, the decision of the Government thereon shall be final.

“67A. Taking part in communal or religious activity.—(1) No Government servant shall be an office-bearer of any communal or religious organisation or of such trust or society.

(2) A Government servant shall, within one month of his assuming charge as an office bearer of any scientific, literary or charitable society or of such trust or organisation, inform the Government regarding the assumption of charge and if in the opinion of the Government his continuance as such office-bearer is not in public interest, he shall resign from such office.

(3) No Government servant shall, while associating himself with any society, trust or organisation referred to in sub-rule (2), take part in any activity that involves collection of money or accept any subscription or other pecuniary assistance from any person or public or private entity.”

68. No Government servant shall permit any member of his family to take part in or in any way assist any movement or activity which is or tends directly or indirectly to be subversive of Government as by law established.

Explanation:—A Government servant shall be deemed to have permitted a person to take part in or assist a movement or activity within the meaning of the above rule, if he has not taken precaution and done everything in his power to prevent such person so acting, or if, when he knows or has reason to suspect that such person is so acting he does not at once inform the Government or the officer to whom he is subordinate.

69. Save as provided by or under any law for the time being in force, no Government servant shall canvass or otherwise, interfere or use his influence in connection with or take part, in any election to a Legislative Body, whether in the Kerala State or elsewhere:

(1) Provided that a Government servant who is qualified to vote at such election may exercise his right to vote; but if he does so shall give no indication of the manner in which he proposes to vote or has voted.

(2) A Government servant shall not be deemed to have contravened the provisions of this rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

(3) The Government may permit a Government servant to offer himself as a candidate for election to a local authority and the Government servant so permitted shall not be deemed to have contravened the provision of this rule.

Explanation:—The display by a Government servant on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

(4) No Government servant shall, save as provided by or under any law for the time being in force, offer himself as a candidate for election to any of the authorities of a University.

70. A Government servant who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a Legislative Body shall be deemed for the purposes of rule 69 to take part in the election to such body.

71. The provisions of rules 69 and 70 shall, so far as may apply to elections to local authorities or bodies, save in respect of Government servants, required or permitted by or under any law or order of the Government for the time being in force, to be a candidate at such elections.

72. Seditious propaganda or the expression of disloyal sentiments by a Government servant will be regarded as sufficient ground for dispensing with his services.

73. A Government servant proposing to take part in a non-official conference or meeting held in any place in the Kerala State must obtain the prior sanction of the Government:

Provided that such sanction shall not be necessary in respect of conferences in which a Government servant may participate in the course of duty or conferences convened to discuss scientific, technical, literary or similar subjects and participation therein is not likely to embarrass Government in its relationship with the public in any manner. In cases of doubt the Government servant should apply to Government and obtain orders.

The rules regarding taking part in politics and elections apply to Part-time Government servants also, such as the Advocate General, etc.

74. Vindication of acts and character of Government servants as such.—No Government servant shall, except with the previous sanction of Government have recourse to any Court or the press for the vindication of his official acts or character from defamatory attacks.

Nothing in this rule shall derogate from the right of a Government servant to vindicate his private acts or character.

75. No Government servant shall, except with the previous sanction of Government, accept from any person or body of persons compensation of any kind for any malicious prosecution brought against him or for any defamatory attacks made on his public acts or character, unless such compensation has been awarded by a competent Court.

76. Membership of Association.—No Government servant shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interests of the sovereignty and integrity of India or public order or morality.

77. (a) Conditions for recognition.—No association of Government servants or association purporting to represent Government servants or any class thereof shall be recognised unless it satisfies the following conditions, namely:—

(1) (i) The association must consist of a distinct class of Government employees and must represent 25 per cent of the total strength of that class or 50 persons whichever is higher.

Note 1.—Class I and Class II Officers shall not be allowed to be members in the same association in which Class III Officers are members and vice versa.

Note 2.—The Heads of Departments concerned will satisfy themselves about the prescribed minimum representative strength and report to Government while forwarding the applications from Service Association for the grant of recognition.

- (ii) Every Government employee of the same class must be eligible for membership of the Association;
- (iii) Persons who are not in the service of Government shall not be office bearers of the Association; and
- (iv) The Association must not be formed on a territorial or communal basis.

(2) The Association shall not be, in any way, connected with, or affiliated to any association, which does not, or any federation of associations, which do not, satisfy condition (1).

(3) The Association shall not be, in any way, connected with any political party or organisation.

(b) Rules to be observed by Service Associations.— Government shall withdraw the recognition granted to any Association, if it violates any of the following rules:—

(1) The Association shall not seek the assistance of any political party or organisation to represent the grievances of its members, or indulge in any seditious propaganda, or expression of disloyal sentiments.

(2) The Association shall not resort to any strike or threat of strike as a means of achieving any of its purposes or for any other reason.

[(3) [*** **** ***** ***** ***** *****]¹

(4) The Association shall not, except with the previous sanction of Government.

(i) issue or maintain any periodical publication;

(ii) permit its proceedings to be open to the Press, or publish any representation, on behalf of its members, in the Press or otherwise.

(4A) No publication issued by the Association should contain commercial advertisements.

(5) The Association shall not engage in any political activity.

¹ Rule 77 (b) (3) omitted by G.O.(P) 441/80/GAD. dated 25-9-1980. Published as S.R.O. No. 1275/80 in Kerala Gazette No. 52 dated 30th December, 1980.

(6) The Association shall not.

(i) pay, or contribute towards any expenses incurred by a candidate for any election to a legislative body whether in India or elsewhere, or to a Local Authority or Body; .

(ii) support by any means, the candidature of any person for such election;

(iii) undertake or assist in the registration of electors or the selection of candidate for such election; and

(iv) maintain or contribute towards the maintenance of any member of a legislative body or of local authority or body.

(7) Government may require the regular submission for their information copies of the rules of the Association and the annual statement of its accounts and of lists of its members.

[(8) The funds of a Service Association shall consist exclusively of subscriptions from members and grants, if any, made by the Government or the money collected with the prior sanction of the Government and shall be applied only for the furtherance of the objects of the Service Association.

Note:—The Association shall not ask for or collect money (other than subscriptions from members of the Association) without obtaining the prior sanction of the Government.

(9) Any amendment of a substantial character in the rules of the Service Association shall be made only with the previous approval of the Government; and any other amendment of minor importance shall be communicated through proper channel for transmission to the Government for information.

(10) The Service Association shall not do any act or assist in the doing of any act which, if done by a Government servant, would contravene any of the provisions of the Government Servants' Conduct Rules.

(11) The Service Association shall not address any communication to a foreign authority except through the Government which shall have the right to withhold it.

(12) Communications addressed by the Service Association or by any office bearer on its behalf to the Government or a Government authority shall not contain any disrespectful or improper language.

(13) Federation or a Confederation of Service Associations shall affiliate only recognised Service Associations, and if the recognition accorded to any of the Service Associations affiliated to a Federation or a Confederation of Service Associations is withdrawn, the Federation or Confederation of Service Associations shall forthwith disaffiliate such Service Association.

(14) The Service Association shall cease to be affiliated to a Federation or Confederation of Service Associations whose recognition under these rules is withdrawn by the Government.

(15) The Service Association shall not invite non-officials to speak at meetings of the Association without obtaining the prior sanction of the Government.

(c) Procedure for making representations.—(1) Representations from such Associations whether made orally, by deputation or presented in writing, may be received by Government officers, notwithstanding anything contained in the rules relating to the submission of petitions and memorials by Government servants, provided that no representations or deputations will be received except in connection with a matter which is, or raises questions which are, of common interest to the class represented by the Association.

(2) Government may specify the channel through which representations from the Association shall be submitted and authority by whom deputations may be received.

78. Any group of Government servants, who desire to organise themselves into an Association for the purpose of safeguarding their conditions of service and to make representations to Government on service matters shall apply to Government, through the Head of the Department for recognition of the Association along with a copy of the draft rules. The rules of the Association shall conform to the conditions prescribed in rule 77 and in addition shall specifically provide that the Association shall not resort to any strike or other activities calculated to paralyse or embarrass Government. Government may suggest such changes in the rules as may be deemed necessary and on their incorporation the Association may be granted recognition.

79. Government shall withdraw the recognition granted to any Association if it violates any of the conditions prescribed for its recognition or if it resorts to any strike or activities calculated to paralyse or embarrass Government.

80. Every Government servant, shall inform his immediate official superior of any reason that there may be, why it is undesirable, in the public interest, that he should be employed in a particular district or taluk, such as a near relationship of himself or his wife to any person or persons residing in that district or taluk.

81. (i) Every Government servant shall inform his immediate official superior, if a Government servant closely related to him is posted to work under him or if he is posted to work under a Government servant closely related to him.

(ii) No Government servant shall deal with a case in which he or any member of his family has any pecuniary or other interest. If any such case comes before him in the course of his official duties, he should refrain from dealing with the case and submit the case to the next higher authority for passing orders, indicating at the same time that "he is not dealing with the case because of the interest."

82. Influencing superior authority for furtherance of interest.— No Government servant shall direct or attempt to bring any political or other outside influence to bear upon any superior authority for the furtherance of his interest.

Explanation:—A Government servant causing his own case to be made the subject of an interpellation in the Legislature contravenes this rule.

83. Broadcast from Radio Station.—No Government servant shall, except with the previous sanction of Government or any other authority empowered by it in this behalf or In the *bona fide* discharge of his duties, participate in a radio broadcast on any subject other than of a purely literary artistic or scientific nature. Heads of Departments may exercise the power of sanction in respect of Government servants serving in their respective Departments and may refer any case to Government for orders if they consider such a course desirable.

84. The provisions of rule 83 do not in any way prevent the acceptance of engagements by Government servants from a Broadcasting Station of the A.I.R for music or other similar performances and the remuneration therefor.

85. [***** ***** ***** *****]¹

86. Government servants not to partake in any strike.—No Government servant shall engage himself in any strike or incitement thereto or in any similar activities. Government servants should not engage themselves in any concerted or organised slowing down or attempt at slowing down Government work or in any act which has the tendency to impede the reasonably efficient and speedy transaction of Government work. Concerted or organised refusal on the part of Government servants to receive their pay will entail severe disciplinary action.

87. Government servant under suspension.—When a Government servant is suspended, he is free to go wherever he likes; but he must give his address to the Head of his Office and if he is himself the Head of an Office, to his immediate superior. He must also give his address to the Officer, if and holdings an enquiry into his conduct.

¹ Rule 85 omitted by G.O.(Ms.) 352/68/PD, dated 28-11-1968. Published as S.R.O. No. 437/68 in Kerala Gazette No. 43 dated 24th December, 1968.

Explanation.—He must obey all orders to attend any inquiry into his conduct and if he fails to do so, the inquiry may be held in his absence.

88. Consulting a Medical Practitioner for the purpose of obtaining leave.—It shall be the duty of every Government servant who consults a Medical Practitioner with a view to obtaining leave or an extension of leave on medical certificate to disclose to that Practitioner the fact of his having consulted any other Practitioner for the same purpose and the result of such consultation. Omission on the part of the Government servant to do this or any false statement made by him to a Medical Practitioner in this respect will entail disciplinary action.

89. Government servants not to be employed in private business.—The employment of a Government servant including a Government servant in Last Grade Service in making purchase or in any private matters in which the receipt or expenditure of money is concerned is most strictly prohibited. It is, however, not intended that this prohibition should preclude any officer from employing a Government servant including a Government servant in Last Grade Service, to provide for him a conveyance or necessary supplies while he is travelling on duty though in all such transactions constant vigilance is needed to prevent cheating and extortion.

90. Application for appointment in the gift of Government.—A representation from a Government servant in regard to his claim to an appointment in the gift of Government should be submitted through the Head of his Department.

91. No Government servant shall except by endorsement on a written application submitted by a candidate officially through him recommend to any selecting, appointing or promoting authority or to any individual who is a member of any such authority or of its staff any candidate for any post under the services of Government.

Note.—It is incorrect for a Government servant who receives an application from a subordinate or colleague for a recommendation on such application as is referred to in this rule and in the preceding rule to return the application with the endorsement to the Government servant concerned. The application should be forwarded to the appropriate authority through official channels.

92. Consequences of resignation.—The premature resignation from the Public Service entails forfeiture of past service and of any retiring allowance to which the officer who prematurely resigns would otherwise have been eligible.

93. Bigamous marriages.— (i) No Government servant who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

(ii) No female Government servant shall marry any person who has a wife living without first obtaining the permission of the Government.

93A. Residence.— All Government servants shall ordinarily reside, within the limits of their Headquarters Stations. Whenever any Government servant finds it necessary to live outside the prescribed Headquarters, he shall obtain specific sanction of the Head of Office or other Competent Authority. Permission to reside outside the headquarters will be granted only in exceptional case, each case being considered on its merits and in accordance with administrative convenience. When a Government servant living in the Headquarters Stations wants to leave the station on private business, he will have to obtain permission from his superior officer.

Note.—For the purpose of this rule.—(a) Government Servants, other than Medical Officers of the Departments of Health Services, Homoeopathy, Indigenous Medicine and of Medical Colleges, residing within a radius of fifteen kilometres from their offices shall be deemed to reside within the limits of their Headquarters Stations. This limit of fifteen kilometres radius shall not, however, be applied strictly in the case of big cities and towns provided that the persons concerned reside within the limits of the Headquarters city or town.

(b) Medical Officers of the Departments of Health Services, Homoeopathy, Indigenous Medicines and of Medical Colleges, residing within a radius of eight kilometres from the Hospital/Dispensary/Medical College/Health Centre in which they are working shall be deemed to reside within the limits of their Headquarters Stations.

93B. Consumption of intoxicating drinks and drugs:—(1) A Government servant shall—

(a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;

(b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs;

(c) refrain from consuming any intoxicating drink or drug in a public place;

- (d) not appear in a public place in a state of intoxication;
- (e) not use any intoxicating drink or drug to excess.

Explanation.—For the purpose of this rule, “Public Place” means any place or premises (including a conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise and includes a club meant exclusively for members where it permissible for the members to invite non-members as guests, but does not include a lodging room in a hotel.

(2) Government may by special or general order relax the provisions of sub-rule (1) in respect of any case if they consider that such relaxation is necessary in view of the special circumstances of such case.]

93C. Taking or giving of dowry by Government servants.—No Government servant shall take or give dowry for his marriage or for the marriage of any member, or dependent, of his family.

¹ [93D. **Ban on smoking.**—No Government servant shall smoke Beedi or Cigarette or any such items in Government Offices or Educational Institutions.]

² [93E. **Ban to employ children to work.**—(1) No Government servant shall employ to work any child below the age of 14 years as domestic help.

(2) Breach of the condition specified in sub-rule (1) shall amount to misconduct attracting a major penalty.]

³[93F. **Prohibition of sexual harassment of working women.**—(1) No Government servant shall indulge in any act of sexual harassment of any woman at her work place.

(2) Every Government servant who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation.—For the purpose of this rule, “Sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise, as.

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) Sexually coloured remarks;

¹ Rule 93D inserted by G.O.(P) 11/2002/P&ARD, dated 19-3-2002, Published as S.R.O. No.186/2002 in Kerala Gazette Extraordinary No. 353 dated 27-3-2002.

² Rule 93 E inserted by G.O.(P) 12/2002/P&ARD dated 19-3-2002. Published as S.R.O. No.187/2002 in Kerala Gazette Extraordinary No. 354 dated 27-3-2002.

³ Rule 93F inserted by G.O(P) 13/2002/P&ARD.dated 19-3-2002. Published as S.R.O. No.188/2002 in Kerala Gazette Extraordinary No. 355 dated 27-3-2002.

- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.]

94. Personal representation to the Governor or the Ministers.— It is improper for a Government Servant who makes any representations to Government through the official channel to approach the Governor or the Ministers with advance copies thereof or with personal representations:

Provided that a Government servant who has not received any reply to a representation made to the appropriate authority within three months, may make a written representation to Government with a copy of the representation sent to the appropriate authority and with a statement that no reply has been received to that representation.

95. Interpretation.—If any question arises relating to the interpretation of these rules, it shall be referred to the Government whose decision thereon shall be final.

96. Delegation of powers.—The Government may by general or special order, direct that any power exercisable by it or any Head of Department under these rules (except the powers under rule 95 and this rule) shall, subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

APPENDIX-A*

Statement of immovable/movable properties, shares in Companies and other investment held by the below mentioned employee, employee's spouse, relatives of friends (Benami) for the year.....

(Vide Rule 37 or Rule 39 of the Kerala Government Servant's Conduct Rules, 1960)

PART I

- I. Property Return Filing Authority :
- II. Details of Employee's
- (1) Permanent Employee Number (PEN) :
- (2) Name and initial(s) (In Block letters) :
- (3) Expansion of initial(s) :
- (4) Permanent Residential Address :
- (5) Designation :
- (6) Date of Birth :
- (7) Date of Entry in Government Service :
- (8) Appointing Authority :
- (9) Present Office :
- III. Details of Property
- (1) Whether immovable/movable property acquired or disposed of during previous years? :
- (2) If yes, whether details were furnished in time? :
- (3) If the details are not furnished in time the reason for the same :
- (4) Whether immovable/movable property acquired or disposed of during year under report? :
- (If yes, please furnish details in prescribed format in Part II and/or Part III)

Certified that details given above are true to the best of my knowledge and belief. I am aware that furnishing false information, particularly in respect of items III (1, 2, 3, 4) above will be liable to disciplinary action against me.

Station:

Signature:

Date:

Designation:

PART
IMMOVABLE

Permanent Employee Number (PEN):

Name of Employee :

Serial No.	Nature of the land (Wet/Dry/Garden)	Value of Land in ₹	Whether with building (Yes/No)	Value of Building in ₹	New building(s) put up during the year (including extension/renovation etc.) on properties owned during previous year	Value of such building(s) in ₹	Survey and Sub Division Number	Extent in Acre/Cents	State	District	Taluk
1	2	3	4	5	6	7	8	9	10	11	12

I hereby declare that I am not possessed of or interested in any landed

I am aware that furnishing false information will be liable to disciplinary

Station :

Date :

Note:—(1) A line may be used for each transaction.

(2) The properties already acquired before the year in question
by a second line underneath and result shown in their line.

II
PROPERTIES

Return for the Year :

Pakuthi/Village	When acquired. (date)	How acquired? purchase/ gift/succession/patta or others (Furnish details)	By whom acquired	With what means? (Mode of payment/receipt) cash/ cheque/draft or other (Furnish details)	From whom acquired	To whom disposed	Nature of interest (Part/Full)	Share of interest	In whose name registered	Price paid/received	Remarks
13	14	15	16	17	18	19	20	21	22	23	24

property other than what is stated above either in my name or benami.

action against me.

Signature :

Designation :

may be shown first (in red ink preferably) in one line and new acquisition or disposals
The third line will be first line in the return for the following year.

PART III*
MOVABLE PROPERTIES

Permanent Employee Number (PEN) :

Name of Employee :

Property Return for the Year :

(a)	Full particulars of shares, debentures, Postal cumulative time deposits and cash including bank deposits owned, acquired or inherited by the employee or held by him/her either in own name or in the name of any member of his/her family or in the name of any other person.	
(b)	Movable property other than those specified in clause (a) above	
(c)	Debts and other liabilities incurred by him directly or indirectly	

I hereby declare that I am not possessed of or interested in any movable property of any kind other than what is stated above either in my name or benami. I am aware that furnishing false information will be liable to disciplinary action against me.

Station:

Signature:

Date:

Designation:

APPENDIX—B*

**FORM OF DECLARATION OF INTENTION TO TRANSACT
PURCHASE/SALE/DISPOSAL BY OTHER MEANS OF
IMMOVABLE PROPERTY BY A GOVERNMENT SERVANT**

(See Note 2 below rule 24)

I,hereby
declare my intention to purchase/sell/dispose of by other means the immovable
property comprised in Survey No. of.Village
Taluk..... District. Details of the property and the intended transaction are
furnished below:—

1. Name of Government servant [with :
Permanent Employee Number (PEN)]
2. Official Designation and Office in which :
the Government servant is working
3. Name and address of the purchaser/seller/ :
person in whose favour the disposal is to
be made
4. Whether the Government servant has any :
official dealings with the purchaser/seller/
person in whose favour the disposal is to
be made
5. Details of the immovable property :
proposed to be purchased/sold disposed
of by other means with survey Number
6. Village, Taluk and District in which the :
immovable property is situated
7. Nature of the immovable property :
(whether wet, dry or garden land)
8. Method of disposal, if the property is to :
be disposed of otherwise than by sale

* Added by G.O.(P) 244/76/PD. Dated 29th July 1976. Published as S.R.O. No. 848/76
in Kerala Gazette No. 33 dated 17th August, 1976.

1. Inserted by G.O (P) 39/2010/P&ARD. Dated 14th December 2010. Published as
S.R.O. No. 46/2011 in Kerala Gazette No. 3 dated 18th January, 2011.

9. In the case of purchase,—

- (a) whether any house is situated in the land proposed to be purchased; and
- (b) whether the Government servant already owns a house or site

Note.—If the answer is in the affirmative give details of the house/site already owned, also indicate the Survey No., Village, Taluk, District.

- 10. Whether the property proposed to be sold/disposed of by other means has been included in the Annual Property statement furnished to the Head of Department/Government
- 11. Whether the property proposed to be sold/disposed of by other means is within the ceiling fixed under the law in force in the Statements
- 12. Cost of property including house, if any, proposed to be purchased/sold/disposed of by other means
- 13. Source from which money is proposed to be raised (in the case of purchase only)
- 14. Purpose of purchase/sale/disposal of by other means
- 15. Signature of the Government servant
- 16. Date.

IMPORTANT GOVERNMENT ORDERS ISSUED ON KERALA
GOVERNMENT SERVANTS' CONDUCT RULES, 1960

PUBLIC (SERVICES-D) DEPARTMENT

G.O. (Ms.) No. 40/63/PD.†

Dated, Trivandrum, 25th January, 1963.

Abstract:—Government Servants' Conduct Rules, 1960—Statement of landed properties shares, in companies held by Government servants, their wives, relatives or friends (benami)—Submission of—Institutions—Issued.

ORDER

Under rule 37 of the Government Servants' Conduct Rules, every Government Servant except those in the last grade shall submit to the Government not later than the 15th January each year a statement in the form given in Appendix A to the rules, showing all the immovable properties of which he stood possessed or in which he had an interest at the close of the preceding calendar year.

2. It has come to notice that many Government Servants do not furnish the annual property statements to the prescribed authorities in spite of definite instructions. Even those who furnish the statements, do not give full particulars in the prescribed form. Instances have been pointed out where the Government Servants do not even give their signature and designation. Serious notice will be taken of breach of the rules for non submission of returns, as well as for not giving full particulars in the forms prescribed.

3. The remarks column is seen left blank usually. All Government Servants are informed that hereafter in the remarks column details as to whether Government sanction has been obtained for a transaction during the year should be furnished and, if so, the order sanctioning the transaction should be quoted to enable the proper scrutiny of the statement.

4. Rule 28 of the rules provides that the restriction on acquisition and possession of immovable property applies also to the acquisition and possession in the name of any other person. The term 'friend' used in the statement in Appendix A to the rules is to indicate such person. It has been pointed out that the use of the term 'friend' in the form gives rise to confusion. The term 'friend' in the form will therefore be substituted by the word "others (benami)".

† Published in Kerala Gezette No. 9 dated 26th February 1963.

5. Under Rule 37 of the Government Servants' Conduct Rules every Government Servant other than those in the * (Last Grade) shall furnish before 15th January each year a statement in Form-A appended to the rules, showing all the immovable properties of which the Government Servant stood possessed or in which he had an interest at the close of the preceding calendar year. The Government consider that ancestral joint family properties not exclusively in the name of the Government Servant, or his wife or others (benami) need not be included in the Statement, as very often the Government Servant himself may not know the details of such properties.

6. The word 'benami' appearing in the 'Form-A' appended to the Government Servants' Conduct Rules, in the Service Manual Volume I is a clerical error for 'benami' and will be corrected accordingly.

7. Necessary amendments to the Government Servants' Conduct Rules in the light of Paras 3, 4, and 5 above will issue separately.

8. Government further emphasises that non submission of the return by the due date viz., January 15th each year will constitute a breach of the Government Servants' Conduct Rules making the Government Servant concerned liable for disciplinary action.

By order of the Governor,

P. J. FRANCIS,
Joint Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

GO.(P) No. 444/64/PD.

Dated, Trivandrum, 31st August, 1964.

Abstract:—Public Services—Government Servants' Conduct Rules—Property returns of deceased and retired Government Servants—Maintenance—Instructions—Issued.

ORDER

The question of prescribing a suitable time limit for the maintenance of property returns of retired and deceased Government servants, has been engaging the attention of the Government for some time past. After having carefully examined the question in detail Government order that *the property returns relating to a deceased Government servant may be destroyed after a period of two years and after his death and that of a retired Government servant after five years from the date of retirement.*

By order of the Governor,

N. M. PATNAIK,
Chief Secretary.

* "Part-time Contingent Service" w.e.f. 14-12-2010 vide G.O. (P)39/2010/P&ARD.

PUBLIC (SERVICES-D) DEPARTMENT

MEMORANDUM

No. 24059/SD6/66-1/PD.

Dated, Trivandrum, 24th March, 1966.

Sub:—Rules—Kerala Government Servants' Conduct Rules, 1960—Demonstration by Government Servants—Scope of rule 60 (b)—Clarified.

Rule 60(b) of the Kerala Government Servants' Conduct Rules, 1960 stipulates that no Government servant shall engage himself or participate in or demonstration which is prejudicial to the interests of the Sovereignty and Integrity of India, the Security of the State, friendly relations with foreign States, public order, decency or morality or which involves contempt of Court, defamation or incitement to an offence. Government wish to clarify that demonstrations, meetings and processions which are orderly and useful and are held outside office premises and outside working hours shall be deemed to be prohibited by this sub-rule unless such demonstrations, meetings and processions are prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality or involve contempt of court, defamation or incitement to an offence.

By order of the Governor,
C. THOMAS,
Chief Secretary-in-charge.

PUBLIC (SERVICES-D) DEPARTMENT

G.O. (Ms.) No. 130/66/PD.*

Dated, Trivandrum, 26th March, 1966.

Abstract:—Government Servants' Conduct Rules—Public Servants Officers on Deputation—Property returns—Parent Department custody of—Ordered.

ORDER

There are, at present, no clear instructions as to who should maintain the property returns of the officers and staff deputed for duty in other Government departments. Government, therefore, direct that *the property returns of officers and staff deputed for duty in other Government departments should be obtained and kept under safe custody by the concerned custodian officers in the parent Departments.*

By order of the Governor,
ZACHARIA MATHEW,
Joint Secretary.

* Published in Kerala Gazette No. 16 dated 19th April, 1966.

PUBLIC (SERVICES- D) DEPARTMENT

CIRCULAR

No.2/67/PD.*

Dated, Trivandrum, 18th January, 1967.

Sub:—Association of Government servants with activities of Rashtriya Swayam Sevak Sangh/Jamaat-e-Islami.

The attention of the Heads of Departments and Offices is invited to the provisions is sub-rule (1) of rule 67 of the Kerala Government Servants' Conduct Rules, 1960 under which no Government servant shall be a member of or be otherwise associated with any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner any political movement or activity.

Government wish to make it clear that membership of and participation in the activities of the Rashtriya Swayam Sevak Sangh and Jamaat-e-Islami, by those to whom the Kerala Government Servants' Conduct Rules, 1960 are applicable would attract the provisions of sub rule (1) of rule 67 of the Kerala Government Servants' Conduct Rules, 1960. *Any Government employee who is a member of or is otherwise associated with the aforesaid organisations or with their activities is liable to disciplinary action.*

By order of the Governor,

N. M. PATNAIK,

Chief Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

CIRCULAR

No.3/68/PD.**

Dated, Trivandrum, 13th March, 1968.

Sub:—Public Servants—Approaching M.L.As. for influencing superior authorities—Instructions issued.

Several instances of Government servants approaching M.Ps., M.L.As., Members of political parties etc., for the redressal of their grievances have come to the notice of Government. The Heads of Departments are requested to draw the attention of all the officers and staff working under them to Rules 59 and 82 of the Kerala Government Servants' Conduct Rules, 1960 and to impress upon them that *approaching M.Ps., M.L.As. and Members of political parties for the redressal of their grievances is against the provisions of the Kerala Government Servants' Conduct Rules mentioned above and will be viewed seriously.*

A. K. K. NAMBIAR,

Secretary.

* Published in Kerala Gazette No. 4 dated 31st January, 1967.

** Published in Kerala Gazette No. 14 dated 2nd April, 1968.

PUBLIC (SERVICES-D) DEPARTMENT

No. 43928/SD6/67/PD.

Dated, Trivandrum, 13th March, 1968.

From

The Secretary to Government,
Public (Services—D) Department.

To

All Heads of Departments and Offices.

Sir,

*Sub:—Public Servants—Submission of representations direct to Ministers—
Disciplinary action against—Instructions issued.*

Rule 94 of the Kerala Government Servants' Conduct Rules, 1960 prohibits Government servants from approaching the Governor or the Ministers with personal representations. While it is certainly desirable and proper that Government servants make their representations only through proper channel and in accordance with the rules, *Government consider that no disciplinary action need be taken against them for presenting petitions direct to the Ministers.*

Yours faithfully,

A. K. K. NAMBIAR,
Secretary to Government.

PUBLIC (SERVICES-D) DEPARTMENT**CIRCULAR**

No. 75240/SD6/69/PD.

Dated, Trivandrum, 1st November, 1969.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Acquisition of immovable property by Government servants—Delegation of powers to Head of Departments—Clarification—Issued.

It has been brought to notice of Government that certain Heads of Departments are issuing sanctions for purchase of immovable properties by their subordinate invoking powers delegated to them under Rule 25 of the Kerala Government Servants' Conduct Rules, 1960. This rule empowers them to exercise powers under rule 24 only. The sanction required for acquisition of

immovable properties is to be issued under rules 26 and 29 of the Kerala Government Servants' Conduct Rules, 1960. These powers have not been delegated to the Heads of Departments. Government wish to make it clear that sanctions required under rule 26 and 29 of the Government Servants' Conduct Rules, 1960 are to be issued by Government who alone are the competent authority under the rules and that this power has not been delegated to the Heads of Departments†.

G. SUKUMARAN NAIR,

Deputy Secretary to Government.

PUBLIC (SERVICES-D) DEPARTMENT

CIRCULAR MEMORANDUM

No. 87263/SD6/70/PD‡.

Dated, Trivandrum, 13th January, 1971.

Sub:—Acquisition and Disposal of movable and immovable properties by Government Servants—Clarification issued.

Government are pleased to issue the following clarifications for guidance while sanctioning acquisition and disposal of movable and immovable properties by Government Servants.

The intention behind the imposition of restrictions in the Government Servants' Conduct Rules is to restrain Government Officers from exploiting or misusing their official position authority or influence with a view to securing personal gains. It is with this end in view that details such as the name and address of the party with whom the transaction is proposed prices offered etc. are to be ascertained before according sanction. While according sanction under Rule 25 of the Kerala Government Servants' Conduct Rules, 1960 (where other rules are not attracted) it has to be ascertained whether the transaction is with a party with whom the Government servant has or had no official dealings. If there is no such official connection then it is not necessary to make any enquiries about the market value and it may be assumed that the prices follow market trends, if, however, there is any official connection and if the price quoted appears unreasonable then further enquiries have to be made.

K. P. K. MENON,

Chief Secretary.

† As per G.O. (Ms.) 40/89/P&ARD. dated 23-12-1989 Government have delegated the power also to the Heads of Departments in respect of the employees in their respective Departments (See G.O. page 325).

‡ Published in Kerala Gazette No. 33 dated 24th August, 1971.

PUBLIC (SERVICES-D) DEPARTMENT**CIRCULAR MEMORANDUM**

No. 94799/SD6/69/PD.

Dated, Trivandrum, 3rd May, 1971.

Sub:—Service Associations—Publications of Journals with the permission of Government—Character, Objective and method of writing of etc., in the Journals—Specified.

An instance has come to the notice of Government where a recognised Service Association has published certain articles in its Journals couched in undignified language and which go far beyond the limits of legitimate and sober criticism. Government are, therefore, pleased to prescribe the following guidelines for observance by Recognised Service Associations in the publication of their journals.

2. *The Associations are free to publish articles containing sober criticism with a view to ventilating the legitimate grievances of the Government employees and to expose any undesirable aspect of the administration. Such criticism should, however have no political bearing and should not contain threat against Government or individual officers. The publication should also not contain criticisms of the basic policies of Government. The language used should be dignified even while criticising the activities of Departments. There should also be no exhortations to members of the Association to resort to any form of direct action to hinder Government activities.*

K. P. K. MENON,
Chief Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

GO. (Ms.)228/71/PD†.

Dated, Trivandrum, 9th August, 1971.

Abstract:—Kerala Government Servants' Conduct Rules—Delegation of powers under Rule 14 of the Kerala Government Servants' Conduct Rules, 1960 to Heads of Departments—Orders issued.

Read:—Letter No. C4-14001/71 dated 10-3-1971 from the Inspector General of Police.

ORDER

Under Rule 96 of the Kerala Government Servants' Conduct Rules, 1960, Government hereby delegate to the Head of a Department powers under *Rule 14 of the Kerala Government Servants' Conduct Rules, 1960 to permit the*

† Published in Kerala Gazette No. 33 dated 24th August, 1971.

members of his staff to collect funds from among themselves for the specific purpose of affording financial relief to the members of the family of a deceased Government servant in his Department.

By order of the Governor,

G. BHASKARAN NAIR,

Special Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

CIRCULAR MEMORANDUM

No. 10499/SD6/71/PD.

Dated, Trivandrum, 28th January, 1972.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Acquisition of movable and immovable properties by Government Servants—Further clarification issued.

Ref:—Circular Memorandum No. 87263/SD6/70/PD. dated 13-1-1971.

According to Rule 24 of the Kerala Government Servants' Conduct Rules, 1960 it is incumbent on every Government servant to declare to Government his intention to purchase or sell movable or immovable properties specifying *inter alia*, the price offered or demanded subject to the conditions specified therein. It is, however, seen that at present in the sanction orders issued by competent authorities the prices offered or demanded are not given. All Heads of Departments and Departments of Secretariat are requested to see that prices offered or demanded are also given in the order sanctioning the purchase or disposal of immovable properties in future.

N. M. ROSA,

Deputy Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

G.O. (Ms.) 244/73/PD.

Dated, Trivandrum, 31st August, 1973.

Abstract:—Public Services—Kerala Government Servants' Conduct Rules, 1960—Part-time Work Establishment Staff—Applicability—Orders issued.

Read:—1. Cir. Memo. No. 4110/SD6/68/PD. dated 23-11-1968.

2. Letter No. F4-70 16/73 dated 8-3-1973 from the Director of Vigilance Investigation.

ORDER

Government have been advised in the light of the decision of the Supreme Court of India in AIR 1967. 884 S.C. that persons holding Contingent and Work Establishment posts under Government are persons holding 'Civil Posts'. In the Circular read above it has been clarified that the provisions in the Kerala Civil Services (Classification, Control and Appeal) Rules, 1960, will apply to persons holding Contingent and Work Establishment Posts (including part-time and seasonal employees) in the Various Departments under Government.

2. In the letter read as 2nd paper above the Director of Vigilance Investigation has sought for a clarification as to whether Government Servants' Conduct Rules are applicable to Part-time Work Establishment Employees. Government have examined the case and are pleased to order that the Kerala Government Servants' Conduct Rules, 1960, shall apply to the Part-time Work Establishment Employees also.

By order of the Governor,

C. T. JOSEPH,
Deputy Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

G.O. (Ms.) 141/76/PD.

Dated, Trivandrum, 15th May, 1976.

Abstract:—Public Services—Permission to Last Grade Employees to takeup Agency for selling Lottery Tickets under Rule 48 of the Kerala Government Servants' Conduct Rules, 1960—Granted—Orders issued.

Read:—G.O. (P) 365/67/Fin. dated 14-8-1967.

ORDER

In the scheme for the conduct of State Lotteries approved by the Government in G. O. (P) 365/67/Fin. dated 14th August 1967, it has been laid down that all Last Grade Employees of the State Government would be permitted to take up agencies of the State Lotteries without detriment to their official work. Government are advised that in view of the provision contained in sub-rule (1) of rule 48 of the Kerala Government Servants' Conduct Rules, 1960, that no Government servants shall, except with the previous sanction of the Government, engage directly or indirectly in any trade or business or

undertake any employment, the decision of the Government to permit Last Grade Employees of the State Government to take up agencies of the State Lotteries can be given effect to only by granting sanction under the said rule 48 of the Kerala Government Servants' Conduct Rules.

Sanction is therefore accorded under rule 48 of the Kerala Government Servants' Conduct Rules, 1960, to the Last Grade Employees of the State Government to take up agency for selling Lottery Tickets as per the Kerala State Lottery Rules subject to the condition that such sale of lottery tickets should be done only out of office hours and without detriment to their official duties and that no stalls for the sale and distribution of tickets shall be opened or managed by them directly or indirectly.

By order of the Governor,

C. RANGASWAMY,

Under Secretary.

PUBLIC (S.S.) DEPARTMENT

CIRCULAR MEMORANDUM

No. 48063/SSI/75/PD.

Dated, Trivandrum, 27th July, 1976.

Sub:—Public Services—Strike and other forms of direct action by Government Employees—Work to rule as a form of agitation—Dealing with—Clarification—Issued.

Ref:—Circular Memorandum No. 89782/SSI/72-2/PD dated 20-11-1972.

A question has been raised as to whether the "Work to Rule" agitation resorted to by Government employees is a form of direct action attracting Rule 14-A, Kerala Service Rules, Part I. Government have examined the above question and are pleased to issue the following clarification.

"Work to Rules" as a form of agitation is not harmless as it sounds. When there is a concerted and organised move under guise of 'Work to Rule' as part of an agitation in support of the demands of any section of Government Employees, which ultimately results in or tends to the slowing down of or impeding the reasonable efficient and speedy transaction of Government work and actual refusal to attend to one's normal work even when specifically directed by superior officers, action may be taken against such employees under rule 86 of Kerala Government Servants' Conduct Rules, 1960 or such period may be treated as unauthorised absence under rule 14A, Part I, Kerala Service Rules, at the discretion of Government.

ZACHARIA MATHEW,

Special Secretary to Government.

PUBLIC (SERVICES-D) DEPARTMENT**CIRCULAR MEMORANDUM**

No. 134660/SD2/76/PD.

Dated, Trivandrum, 12th November, 1976.

Sub:—Public Services—Kerala Government Servants' Conduct Rules, 1960—Amendment to Rule 69 of the Rules—Clarification issued.

Ref:—1. G.O. (P) No. 152/76/PD. dated 22-5-1976.

2. Letter No. Ad. AI. 39/75 dated 15-10-1976 from the Registrar, University of Cochin.

In the G.O. cited Government have ordered that no Government servant shall save as provided by or under any law for the time being in force offer himself as a candidate for election to any of the authorities of a University. The Registrar University of Cochin has requested to clarify whether the G.O. read above will apply to those already elected to any of the authorities of a University. Government wish to clarify that Government servants who have got elected to any of the authorities of a University before the date of the above order can continue to hold the posts or positions to which they have been elected till the expiry of the term for which they were elected.

C. RANGASWAMY,

*Under Secretary.***PUBLIC (SERVICES-D) DEPARTMENT****CIRCULAR MEMORANDUM**

No. 130548/SD2/76/PD.

Dated, Trivandrum, 26th November, 1976.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Acquisition of immovable properties by Government servants—Clarification issued.

Ref:—Government Circular No. 75240/SD6/69/PD. dated 1-11-1969.

Attention of all Heads of Departments and offices is invited to the Government Circular cited (copy enclosed) in which it has been clarified that the power delegated to Heads of Departments under rule 25 of the Kerala Government Servants' Conduct Rules, 1960, is only to exercise the power under rule 24 and that the issue of sanction for acquisition of immovable properties under rules 26 and 29 of the Kerala Government Servants' Conduct Rules, 1960, is to be done by the Government themselves as Government alone is the competent authority under the rules and that this power has not been delegated to the Heads of Departments.

Government also wish to clarify that the acquisition and possession of any personal interest in immovable property (such as the purchase of tenancy right) contemplated in rule 28 of the Kerala Government Servants' Conduct Rules, 1960, will also come under the definition of acquisition of immovable property.

A good number of Government Servants are under the impression that no sanction is necessary under rule 26, for the acquisition of immovable property if the value of the property is less than Rs. 1,000 and hence they are seeking sanction of Government even though rule 26 clearly lays down that Government sanction is obligatory. There are also instances of Government servants having been specifically informed by the Heads of Departments, District Collectors, etc., that no sanction is necessary in such cases, when sanction was sought for by the Government servant, on the ground that the value of the property did not exceed ‡ (Rs. 1,000). This is not correct Government therefore wish to clarify further that except in the case of acquisition of property for the *bona fide* purpose of residence by a Government servant who already does not own a house or site, the previous sanction of Government is necessary for the acquisition of any immovable property by Government servants irrespective of the value thereof, as provided under rules 26 and 29 of the Kerala Government Servants' Conduct Rules, 1960.

P. MADHAVAN NAIR,
Joint Secretary.

PUBLIC (SERVICES-D) DEPARTMENT

CIRCULAR

No. 14877/SSI/76-1/PD.

Dated, Trivandrum, 4th January, 1977.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Communication with the Press.

Under rule 56 of the Kerala Government Servants' Conduct Rules, 1960 Government servants shall order of Government communicate directly or indirectly any official document or information to a Government servant not authorised to receive the same to any non-official person or to the Press, etc. There are similar provisions in the All India Services (Conduct) Rules also. In spite of the above rules, it has come to the notice of the Government that a Senior Officer of the State gave a press interview (without getting clearance

‡ Limit raised Rs. 25,000 vide G.O.(P) 12/2009/P&ARD. dated 14-9-2009.

from the Head of the Department or the Government), based on which a leading daily published an article containing certain contentions on matter, under investigation or relating to other departments. It was improper on the part of the Officer to have expressed himself on such matters without getting clearance from his superiors. *Attention of all Government Officers are again drawn to the provisions in the rules quoted above and they are directed to forbear from giving press interview without the clearance of the Head of the Departments concerned or the Government.*

ZACHARIA MATHEW,
Special Secretary to Government.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

CIRCULAR

No.25100/SD2/77/GAD.

Dated, Trivandrum, 22nd August, 1977.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Clarification to Rule 93B—Issued.

Ref:—G. O.(P) No.277/77/GAD, dated 22-8-1977.

In the notification issued with the G.O. cited, Government have amended rule 93B of the Kerala Government Servants' Conduct Rules, 1960 regarding consumption of intoxicating drinks and drugs by Government servants. Sub-rule (2) of the above rule, as amended; provides that the Government may by special or general order relax the provision of sub-rule (1) in respect of any case if they consider that such relaxation is necessary in view of the special circumstances of the case.

2. The Government of India, Department of Social Welfare has advised the State Government to make the following special provisions in the interest of foreign missions, foreign visitors, tourists and others in the context of the programme for reducing consumption of alcoholic beverages:—

- (a) There need be no restriction on serving of liquor in the precincts of foreign embassies, foreign embassies may also be allowed to serve liquor in halls/lounges of hotels and clubs provided such halls/lounges are exclusively reserved or taken on him by them to entertain a select number of invitees.

- (b) The exemption referred to in (a) above may also be extended to parties hosted by others in honour of foreigners subject to the condition that the number of invitees does not exceed 100 and those hosting such parties obtain permits from the District Collector/District Magistrate concerned.
- (c) Service of drinks to foreigners in bars or special rooms earmarked for the purpose in hotels and restaurants approved by the Ministry of Tourism and Civil Aviation may be permitted. In such approved hotels, there may not also be objection to the service of beer both to foreigners and Indians, but the facility of service of wine in dining rooms should be restricted to foreigners only.
- (d) Clubs may be permitted to provide for service of drinks in their bar rooms only; beer, however, may be permitted to be served anywhere within the precincts of such clubs.
- (e) Alcoholic beverages may be permitted to be served in official parties hosted by the Government of India/State Governments in 'closed lounges' in hotels, clubs etc., where important foreign visitors are required to be entertained.

3. It is considered necessary to clarify whether consumption of intoxicating drinks by the State Government Servants in the places and under the circumstances mentioned above would amount to violation of the Kerala Government Servants' Conduct Rules, 1960. The position is clarified below *seriatum*:—

- (a) A Government servant cannot take drinks in the clubs or in the halls/ lounges. However, where officers are required to attend official entertainments arranged by foreign missions in halls/ lounges of hotels and clubs, in the discharge of their official duties, taking drinks at such official entertainments will not attract Rule 93B of the Kerala Government Servants' Conduct Rules, provided the places where the entertainments are arranged are exclusively reserved or taken on hire by the foreign missions to entertain a select number of invitees.
- (b) The participation of Government servants in such functions is also subject to the provisions indicated in (a) above subject to the condition that the parties are hosted by Government or any organisation controlled by Government, like Autonomous Bodies, Public Sector Undertakings etc.

- (c) Service of drinks to foreigners in bars or special rooms earmarked for the purpose in hotels and restaurants approved by the Ministry of Tourism and Civil Aviation may be permitted. In such approved hotels, there may not also be objection to the service of beer both to foreigners and Indians but the facility of service of wine in dining rooms should be restricted to foreigners only. But a Government servant cannot take drinks in such places.
- (d) Clubs may be permitted to provide for service of drinks in their bar rooms only; beer, however, may be permitted to be served anywhere within the precincts. But a Government servant cannot take drinks in such places.
- (e) Alcoholic beverages may be permitted to be served in official parties hosted by the Government of India/State Government in closed lounges in hotels, clubs etc. where important foreign visitors are required to be entertained. Government servants invited to such parties in their official capacity alone will be permitted to drink in such functions.

The Heads of Departments/Offices etc., are requested to bring the above clarification to the notice of all Government employees serving under them.

ZACHARIA MATHEW,
Special Secretary.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

CIRCULAR

No. 148281/SD2/77/GAD.

Dated, Trivandrum, 21st November, 1977.

Sub:—Public Services—Permission to Government Officers to participate in the collection drive for funds to meet the losses due to natural calamities—Granted.

All Heads of Departments and Officers are informed that all Government Official in the Districts of Idukki, Palghat and Cannanore will be permitted under Rule 14. of the Kerala Government Servants' Conduct Rules, 1960 to take part in the collection drive ordered for securing funds to meet the losses on account of the recent natural calamities.

ZACHARIA MATHEW,
Special Secretary.

GENERAL ADMINISTRATION (MISCELLANEOUS) DEPARTMENT**CIRCULAR**

No. 144316/MI/77/GAD.

Dated, Trivandrum, 5th January, 1978.

Sub:—Permission to Government Servants to attend general functions including Sports Festivals/Matches etc.,—Instructions issued.

Government direct that whenever Government Servants are permitted to leave office for attending general functions including Conferencés/Sports Festivals/Matches etc., formal written permission should be taken by the officials attending such Functions/Conferences/Sports Festivals/Matches, etc. In the case of officials working in the Departments of the Secretariat such permission will be given by the immediate Senior Officer of and above the rank of Section Officers of the Officials seeking permission. *In Offices outside the Secretariat, such permissions will be given by the Head of Office or by officers authorised by the Head of Office.*

V. P. KRISHNAKUMAR,

*Additional Secretary.***GENERAL ADMINISTRATION (RULES) DEPARTMENT****CIRCULAR**

No. 49886/Rules-2/79/GAD.

Dated, Trivandrum., 6th July, 1979.

Sub:—Office Procedure—Role of oral instructions in the transaction of Government business—Further instructions issued.

Ref:—Memorandum No. 7546/60-1/PD. dated 3-2-1960.

In the Memorandum cited following instructions were issued:—

“Heads of Departments and Subordinate Officials should not, *suo motu*, seek to meet Ministers and discuss with them official matters. If, however, they are sent for by Ministers, they should attend as directed. But should invariably inform his immediate—superior or in the case of a Head of Department, the Secretary to Government concerned before proceeding to meet the Minister. In emergent cases, however, a report to the immediate official—Superior or the Secretary to Government as the case may be given after the interview is completed.

Heads of Departments and other Officers should not take any action to implement the oral orders of Ministers unless those instructions relate to a matter of such emergent nature as to require immediate action until written confirmation is received from the Secretary of the appropriate Administrative Department. When verbal or telephonic orders are received from a Minister or other superior authority, the receiving officer shall as soon as practicable, reduce the order into writing and report it to the Secretary for obtaining ratification."

2. In continuation of the above instructions, the following further instructions are issued:—

- (i) *oral instructions should not, as far as possible, be issued by senior officers to their subordinates;*
- (ii) *if the oral instructions are issued by any senior officer they should be confirmed by him in writing immediately thereafter;*
- (iii) *if a junior officer seeks confirmation to the oral instructions given by the senior, the latter should confirm it in writing whenever such confirmation is sought;*
- (iv) *a junior officer who has received oral orders from his superior officer should seek confirmation in writing as early as practicable;*
- (v) *whenever a member of the personal staff of a Minister communicates an oral order on behalf of the Minister it should be confirmed by him in writing immediately thereafter;*
- (vi) *if a junior receives oral instructions from the Minister or from his personal staff and the orders are in accordance with the norms, rules, regulations of procedures, they should be brought to the notice of the Secretary or Head of the Department, as the case may be for information;*
- (vii) *if a junior officer receives oral instructions from the Minister or from his personal staff and the orders are not in accordance with the norms, rules, regulations or procedures, they should seek further clear orders from the Secretary or the Head of the Department, as the case may be, about the line of action to be taken, stating clearly that the oral instructions are not in accordance with the rules, regulations, norms or procedures. The case will be disposed of by the Secretary only after taking orders of the Minister also.*

3. Members of the Personal Staff of Ministers, are also directed to follow the orders outlined in the preceding paragraph.

G. BHASKARAN NAIR,
Chief Secretary to Government.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**CIRCULAR**

No. 131592/SD2/79/GAD.

Dated, Trivandrum, 5th December, 1979.

Sub:—Government Servants' Conduct Rules—Maintenance of political neutrality.

Rules 61 and 67 to 71 of the Kerala Government Servants' Conduct Rules, 1960 impose certain restrictions on Government Servants' taking part in politics and elections and also in organising, taking part, addressing or occupying a prominent position at any non-official meeting or conference.

2. In order to dispel any doubt regarding the scope of the restrictions in the above rules and to avoid instances of participation or involvement by Government servants in meetings and demonstration organised by political parties, it is hereby clarified that taking active part by a Government servant in, a meeting or demonstration having any political character organised by political parties, enlisting public servants and using public utility facilities for rallies in support of any political party, arranging transport for bringing crowds for such purposes, etc., would contravene the provisions in the Kerala Government Servants' Conduct Rules as such actions amount to assisting a political movement.

3. It would, therefore be in the interest of Government employees themselves to desist from such activities.

G. BHASKARAN NAIR,
Chief Secretary.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT**CIRCULAR**

No. 128829/SD2/79/GAD.

Dated, Trivandrum, 17th January, 1980.

Sub:—Service Associations—Sponsoring of individual cases by Service Associations—Procedure for dealing with the representations—Instructions issued.

Rule 77(c) of the Kerala Government Servants' Conduct Rules, 1960, which prescribes the procedure for making representations by service Associations, provides that no representations or deputations will be received by

Government Officers except in connection with a matter which is, or raises questions which are of common interest to the class represented by the Association. *Government direct that representations from Service Associations which do not conform to the above rule and which sponsor individual cases shall be ignored.*

P. V. RAMACHANDRAN NAIR,
Additional Secretary to Government.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

CIRCULAR

No.9900/SD2/81/GAD.

Dated, Trivandrum, 3rd February, 1982.

Sub:—Kerala Government Servants' Conduct Rules 1960—Violation by taking part in the activities, etc., of the R.S.S. and Jamaat-e-Islami—Instructions Issued.

Rule 76 of the Kerala Government Servants' Conduct Rules, 1960 stipulates that no Government servant shall Join or continue to be a member of a Association, the objects or activities of which prejudicial to the Interests of the Sovereignty and Integrity of India or Public Order or Morality.

2. A Government servant who contravenes the provision of the above rule and participation in the activities of the R.S.S. and the Jamaat-e-Islami would be liable to disciplinary action as their activities are prejudicial to the Interests of Integrity of India and public orders and hence come within the scope of Rule 76 of the Kerala Government Servants' Conduct Rules, 1960.

R. GOPINATH A. PILLAI,
Joint Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS (E) DEPARTMENT

G. O.(Ms.) 57/82/P & ARD.

Dated, Trivandrum, 19th November, 1982.

Abstract:—Kerala Government Servants' Conduct Rules, 1960—Powers under rules 26 and 29—Delegated to the Heads of Departments—Orders issued.

ORDER

S.R.O. No. 1488/82.—Under rule 96 of the Kerala Government Servants' Conduct Rules, 1960, *Government are pleased to authorise the Heads of Departments, to exercise the powers of Government, under rules 26 and 29 of the said Conduct Rules, in respect of the employees in their respective Departments.*

By order of the Governor,
K. L. N. RAO,
Special Secretary to Government.

GENERAL ADMINISTRATION (SC) DEPARTMENT

CIRCULAR

No. 138-SC/82/GA(SC).

Dated, Trivandrum, 6th December, 1982.

Sub:—Public Servants—Acceptance of invitations to declare open buildings, etc.—Instructions issued.

A question has arisen whether it would be in consonance with the spirit of the Conduct Rules for Public Servants to accept invitations to declare buildings, etc., open or to lay the foundation stones of new buildings or to allow buildings, roads, bridges, parks or public institutions such as Hospitals, Schools or Colleges to be named after them. In respect of All India Service Officers, the Government of India have decided that it would not only be against the spirit of Rule 12 of the All India Services (Conduct) Rules, 1968 for members of the service to act in the manner set forth above, but it would be inappropriate and inconsistent with the rules of detached impartiality expected of them and that it would generally have an unwholesome effect. The Government of India have also decided that while it is possible that there may be occasions when members may have to participate in such functions, which have a cultural or sociological significance. Especially in remote areas, they should as far as possible refrain from associating themselves with such functions.

2. Rule 11 of the Kerala Government Servants' Conduct Rules, 1960 contains provisions similar to those in Rule 12 of the All India Services (Conduct) Rules, 1968 imposing certain restrictions in regard to accepting or taking part in public demonstrations in honour of Government Servants and as such the decision conveyed by the Government of India referred to above is relevant in respect of officers of the State Government as well. The Government have decided to adopt the above decision of the Government of India in respect of the officers of the State Government, and they order accordingly:

3. In all public functions particularly those arranged under the auspices of Government Departments/Undertakings in which Government servants participate, it should be ensured that the local MLA and MP is accorded a due place of importance whether to preside over the function or to speak. In unavoidable circumstances however, the officers may welcome the guests or read out a progress report or thank the gathering or be one of the speakers at such functions. The important point to be borne in mind by Government Servants at a public functions is to play quiet role consistent with the traditions of the services.

4. All Officers are requested to observe these orders scrupulously. In cases of doubt, the officers are advised to take prior permission of their superior officers.

R. GOPALASWAMY,
Chief Secretary to Government.

GENERAL ADMINISTRATION (SS) DEPARTMENT

CIRCULAR MEMORANDUM

No. 56998/SS1/83/GAD.

Dated, Trivandrum, 5th October, 1983.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Criticising the policies and actions of the Government by the Government servants—Instructions issued.

The Government have been noticing a tendency on the part of certain Government employees and Service Associations to make statements in public in the handbills and pamphlets issued by them criticising the policies or actions of the Government. The attention of all Government employees and their Organisations is invited in this connection to the provisions of Rules 60 and 62 of the Kerala Government Servants' Conduct Rules, 1960, according to which no Government servant shall by utterance, writing or otherwise discuss or criticise in public any policy pursued or action taken by Government or shall make in any documents published by him any statement of fact or opinion which is capable of embarrassing the relation between the State Government and the people or any section thereof. *All employees and Service Associations are, therefore, advised to desist from issuing statements in violation of the Conduct Rules. They are also informed that breach of the Conduct Rules in this regard will be viewed seriously by Government and that disciplinary action will be taken against those who commit such violations hereafter.*

P. K. UMASHANKAR,
Commissioner and Secretary to Government.

GENERAL ADMINISTRATION (SS) DEPARTMENT**CIRCULAR MEMORANDUM**

No. 20802/SS1/84/GAD.

Dated, Trivandrum, 15th February, 1984.

Sub:—Public Services—Government employees engaging themselves in distribution of Notices, pamphlets or propaganda during office hours—Instructions—Issued.

It has been noticed that certain Government employees particularly those connected with Organisational activities engage themselves in distributing notices/pamphlets issued by their Organisations among the employees working in the offices and also in propaganda activities during office hours. Such practice on the part of the employees is not only unauthorised but also interferes with the work of other members of the staff of the offices and, is against public interest.

2. According to paras 352 and 353 of the Kerala Secretariat Office Manual and Para 157 of the Manual of Office Procedure, all members of the Government establishments are expected to attend office during the prescribed office hours except during the interval of 45 minutes permitted for lunch and, that they shall not leave the office premises during working hours without prior permission of the Head of the Section. All Government employees are, therefore, advised not to engage themselves in such activities in contravention of the provisions of the office Manuals mentioned above. They are also warned that disciplinary action will be taken against them if they engage themselves such unauthorised activities hereafter.

3. All heads of Departments and Officers will take disciplinary action against the employees who are found to engage themselves in such activities during office hours.

M. DANDAPANI,

*Commissioner and Secretary.***GENERAL ADMINISTRATION (SS) DEPARTMENT****CIRCULAR MEMORANDUM**

No. 47061/SS1/84/GAD.

Dated, Trivandrum, 7th June, 1984.

Sub:—Public Servants—Holding of demonstrations, slogan shoutings, 'gherao', etc., in office premises during office hours—Action to be taken—Orders issued.

- Ref:— 1. G.O. (Ms.) 238/68/PD. dated 24-7-1968.
2. Circular Memorandum No. 77305/SS/71/PD. dated 30-10-1971.
3. Circular Memorandum No. 115477/SS1/72/PD. Public (SS) dated 28-11-1972.

A recent instance in which a number of employees of various Departmental Offices housed in the Vikas Bhavan having resorted to demonstration during office hours has been brought to the notice of Government. It was found that proper steps were not taken to identify the employees who participated in the demonstration so as to deal with them under the Rules and orders. In the interest of maintenance of discipline and proper functioning of public offices, it is imperative that such tendencies on the part of Government employees are put an end to.

2. According to the orders cited, persons who indulge in holding demonstration within the office premises will make themselves liable for disciplinary action as well as prosecution apart from disentitlement to their pay and allowances for half a day or one days as the case may be depending upon the duration of the agitation. Besides the above orders the Government have in Circular Memorandum No. 32326/SS1/83/GAD. dated 19-5-1983 issued instructions to all Heads of Departments and Offices as to the action to be taken when employees resort to lightning strikes etc., in the offices. Under these instructions, as soon as information is received about the lightning strike the senior most officer available in the Department or Office should on his own initiative secure the services of other senior officers in the Department or Office, make a physical verification of the attendance position in the office and a list of employees (by name) participating in the agitation during each session should be prepared. Demonstration by employees during office hours can be treated as lightning strike and action should be taken in accordance with the instructions contained in the Circular. In the large office complexes like the Vikas Bhavan, Public Office Building, Civil Stations, etc., it is necessary that the officers of all the Departmental Offices functioning in the office complexes take simultaneous action so that none of the perpetrators of the action is allowed to go scot free. What is required is that whenever employees resort to lightning strike etc., including demonstrations during office hours, a physical verification of the attendance position should be conducted immediately and a record of absentees maintained. Action should be taken against all such absentees in accordance with the Rules and orders mentioned above. Those who have left the office without marking their movement in the Movement Register can reasonably be treated as having left for participating in the demonstration and necessary action taken against them in accordance with the Government orders.

3. All Heads of Departments and Offices are informed that Government take a serious view against in action in the face of such demonstration by employees during office hours and that prompt action should be taken to identify the employees who resort to such action and the delinquent employees should proceeded against under the orders cited.

4. The attention of all Government employees is also invited to the instructions issued by Government in the matter and they are advised not to resort to demonstration. etc., in the office premises during office hours. They are also warned that severe action will be taken against them for violation of these instructions.

M. DANDAPANI,
Commissioner and Secretary.

GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT

CIRCULAR

No. 49674/SD2/84/GAD.

Dated, Trivandrum, 15th October. 1984.

Sub:—Kerala Government Servants' Conduct Rules, 1960—Strict observance of the provision relating to the consumption of intoxicating drinks and drugs—Instructions issued.

Rule 93B of the Kerala Government Servants' Conduct Rules, 1960 provides that every Government servant shall:—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being ;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drinks or drugs;
- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxicating;
- (e) not use any intoxicating drink or drug to excess.

It is the Government's desire that every Government servant should observe proper decorum and discipline in their conduct and should scrupulously adhere to the provisions of the Conduct Rules relating to consumption of

intoxicating drinks and drugs. To ensure this the Government direct that all disciplinary authorities should keep a strict watch on the conduct of Government servants in regard to matters covered by the above provisions of the Conduct Rules and that they should take a serious view of any violation of the rule in this regard and severest punishment should be imposed on the Government servants who are proved guilty of violating the rule.

2. The Heads of Departments/Officers are requested to bring the above instructions to the notice of all Government employees serving under them.

M. DANDAPANI,
Commissioner and Secretary.

GENERAL ADMINISTRATION (SPECIAL-A) DEPARTMENT

CIRCULAR

No. 100476/Sp1.AI/84/GAD.

Dated, Trivandrum, 12th November, 1984.

Sub:—Public Service—Conduct Rules—Participation of Government employees in functions organised by private institutions—Instructions.

Ref:—Circular No. 138-SC/82/GA (SC.) dated 6-12-1982.

It has come to the notice of Government that an officer of Government had accepted an invitation to inaugurate the Branch Office of a private money-lending institution styled itself as "financiers". There has been public criticism in the Press and other forums regarding the functioning of such private financial institutions and the need to control their growth and work. Viewed against this background it is not in conformity with the spirit of the Conduct Rules' for Government officers to accept invitation to declare open buildings or to lay foundation stones for buildings or participate in functions of that kind of private organisations, whose objects and purposes have given raise to public criticism and controversy. Such participation creates a misconception among the public, that Government supports the policy of such institutions.

2. Government therefore wish to impress on all officers that they should refrain from participating in such functions, which may indirectly embarrass the Government.

M. DANDAPANI,
Commissioner and Secretary to Government.

GENERAL ADMINISTRATION (SS) DEPARTMENT

CIRCULAR MEMORANDUM

No. 142749/SS1/84/GAD.

Dated, Trivandrum, 21st January, 1985.

Sub:—Public Services—‘Work to Rule’ as a form of agitation—Dealing with—
Revised orders issued.

Ref:—Circular Memorandum No. 48063/SS1/75/PD. dated 27-7-1976.†

The order issued in Circular Memorandum cited is hereby cancelled. The matter has been reviewed and the following procedure will hereafter be followed by the Heads of Departments/Offices, if and when any section of employees resort to ‘work to rule’ as a part of an agitation.

2. Whenever a section of employees resort to ‘work to rule’ as a part of an agitation, the Head of the Department/Office shall verify everyday during the period of agitation, whether all employees under their control have attended to their normal work. Lists of employees namely (i) who have done only a part of their normal work; and (ii) who did not do any work at all during the day shall be prepared by the Heads of Offices on all days of the agitation before the expiry of the office/duty time. The performance of the employees who did not attend to any work at all on the day(s) will be considered as ‘NIL’ and they will be treated as on ‘unauthorised absence’. The period thus considered as unauthorised absence will be treated as ‘*dies-non*’ under rule 14A. Part I, Kerala Service Rules. In the case of the employees who have done only a part of their work thereby causing slowing down of or impeding the reasonably efficient transaction of Government work, disciplinary action will be initiated against them under rule 86 of the Kerala Government Servants’ Conduct Rules. Those employees who are found to be causing obstruction to the work of others or indulging in harassment intimidation or other illegal acts during the agitation shall also be placed under suspension pending disciplinary-action.

3. In the Secretariat the secretary to Government concerned or in his absence the senior most officer available in the Department shall prepare such lists and further action taken on that basis.

M. DANDAPANI,

Commissioner and Secretary to Government.

† Circular Memorandum No. 48063/SS1/75/PD. Dated 27-7-1976 see on page 306.

GENERAL ADMINISTRATION (SC) DEPARTMENT**CIRCULAR**

No. 60-SC/85/GA(SC).

Dated, Trivandrum, 29th June, 1985.

*Sub:—Public functions—Government functions arranged at local levels—
Courtesies extended to MLAs./MPs.—Instructions issued.*

In Circular No. 138-SC/82/GA(SC) dated 6th December, 1982, Government issued instructions that in all Public functions arranged under the auspices of Government Departments/Undertakings it should be ensured that local MLAs/MPs are accorded due place of importance whether to preside over the function or to speak thereon. Government would like to reiterate the instructions.

2. All Heads of Departments and other officers should ensure that in all Government functions the local MLA/MP is requested to participate and courtesies are extended as indicated below:—

- (i) In local functions arranged by Government Departments/Undertakings in which a Minister participates, invariably the local MLA/MP should be invited to preside over the function:
- (ii) Where two or more Ministers participate in a function the local MLA/MP should be requested to speak immediately after the Ministers.

V. RAMACHANDRAN,

*Chief Secretary to Government.***GENERAL ADMINISTRATION (SERVICES-D) DEPARTMENT****CIRCULAR**

No. 66128/SD3/85/GAD.

Dated, Trivandrum, 24th July, 1985.

Sub:—Office Procedure—Replies to communications from Members of Parliament and Members of Legislative Assembly—Instructions issued.

Ref:—Government Circular No. 134160/SD3/74/PD. dated 30-6-1975.

In the circular cited all officers were directed inter alia that letters received from Members of Parliament and Members of the Legislative Assembly should be acknowledged promptly and that all such letters should receive careful consideration and should be responded to at an appropriate level expeditiously.

The Government direct that replies to the Members of Parliament and Members of the Legislative Assembly should be given by officers at appropriate senior levels as specified below:—

(i) In the case of D.O. letters and other personal letters received from a Member of Parliament or a Member of the Legislative Assembly the reply will be issued over the signature of the Officer to whom the communication was addressed.

(ii) In the case of letters other than D.O. letters and personal letters received in the Secretariat, Departmental Officers and Collectorates from Members of the Legislative Assembly, replies will be issued over the signature of:—

- (a) an Officer not below the rank of Joint Secretary in the case of replies from Secretariat;
- (b) an Officer not below the rank of Joint Director in the case of replies from the Headquarters offices of the departments;
- (c) the Collector or the District Officer himself in the case of replies from the Collectorates and the District Offices; and
- (d) the Head of Office himself in the case of replies from offices below the District level.

(iii) In cases where the letter from a Member of Parliament or a Member of the Legislative Assembly has resulted in the issue of any Government order or proceedings a copy of the Government Order or proceedings will be communicated to the Member of Parliament or the Member of the Legislative Assembly together with a covering letter signed by an officer specified in sub paras (i) and (ii) above.

3. All Officers in the Secretariat and all Heads of Departments and Offices are requested to follow these instructions without fail.

V. RAMACHANDRAN,
Chief Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

G.O. (Ms.) 17/88/P&ARD.

Dated, Trivandrum, 25th April, 1988.

Abstract:—Kerala State Financial Enterprises Limited—Allowing Officers of Government to canvass subscription towards Bhadratha Social Security Scheme and to receive commission—Permission granted—Orders Issued.

Read:—1. G.O.(Ms.)No.108/77/TD. dated, 28-9-1977.

- 2. Letter No. 7621 dated 2-3-1988 from the Managing Director, Kerala State Financial Enterprises Ltd., Trichur.

ORDER

As per the G.O. read above, Government have approved the Social Security Scheme prepared by the Kerala State Financial Enterprises Limited. In the letter cited second the Managing Director, Kerala State Financial Enterprises Limited has forwarded a proposal to authorise Government Officers to collect deposits under the Bhadratha Social Security Scheme and to receive 1.5% commission by them on the amount of deposit collected by such officers.

2. In the circumstances stated by the Managing Director, Kerala State Financial Enterprises Limited, permission is granted to Government Officers for collecting deposits under the Bhadratha Social Security Scheme and to receive 1.5% commission by them on the amount of deposits collected by such officers subject to the condition that their activities in the collection of deposits will be without detriment to their official work and the collection of deposits will not give room for public complaints.

By order of the Governor,

V. GOPALAKRISHNAN NAIR,
Additional Secretary.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

CIRCULAR

No. 14483/Adv. C2/88/P&ARD.

Dated, Trivandrum, 20th July, 1988.

*Sub:—*Permission to contest election to the authorities of University—
Clarifications issued.

As per rule 69(4) of the Kerala Government Servants' Conduct Rules, 1960, no Government servant shall, save as provided by or under any law for the time being in force, offer himself as a candidate for election to any of the authorities of a University. Even though the provisions in the Kerala Government Servants' Conduct Rules are clear and specific in not permitting the Government servants except those categories specifically mentioned under item 1, 5 and 10 of para (2) of Section 17 of Kerala University Act, certain instances have come to the notice of Government, where requests have been obtained from categories of employees other than those mentioned in the Kerala University Act seeking permission to contest election to the Authorities of University. Hence Government order that such requests shall not be entertained in future under any circumstances.

P. SHANMUGASUNDARAM,
Secretary to Government.

പൊതുഭരണ (എസ്. എസ്.) വകുപ്പ്

സർക്കുലർ

നമ്പർ 132368/എസ്.എസ്-3/88/ജി.എ.ഡി.

തിരുവനന്തപുരം, 1989 ജനുവരി 11.

വിഷയം:—1960-ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെരുമാറ്റചട്ടങ്ങൾ—
ഭൂസ്വത്തുക്കളും മറ്റു നിക്ഷേപങ്ങളും സംബന്ധിച്ച് പത്രീകകൾ—
സൂക്ഷ്മ പരിശോധന സംബന്ധിച്ച നിർദ്ദേശങ്ങൾ—ആവർത്തിച്ചു
കൊണ്ടുള്ള നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

സൂചന:—16-1-1962-ലെ ജി. ഒ. (എം. എസ്.) 36/പബ്ലിക് എന്ന ഉത്തരവ്.

1960-ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെരുമാറ്റചട്ടങ്ങളിലെ 37-ാം ചട്ടപ്രകാരം ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാരെഴിവകയുള്ള എല്ലാ സർക്കാർ ജീവനക്കാരും ഓരോ വർഷവും ജനുവരി 15-ാം തീയതിക്കകം മേൽപറഞ്ഞ ചട്ടങ്ങളിലെ അനുബന്ധം എ-യിൽ ചേർത്തിട്ടുള്ള ഫാറത്തിൽ മുൻവർഷാവസാനത്തിൽ അവരുടെ കൈവശാവകാശകത്തിലോ അവർക്ക് മറ്റേതെങ്കിലും അവകാശത്തിലോ ഉള്ള സ്ഥാവര വസ്തുക്കളും മറ്റു നിക്ഷേപങ്ങളും സംബന്ധിച്ച് ഓരോ പത്രീക സമർപ്പിക്കണമെന്ന് അനുശാസിക്കുന്നുണ്ട്. മേൽ സൂചിപ്പിച്ച ഗവൺമെന്റ് ഉത്തരവിൽ ഇത്തരത്തിൽ സമർപ്പിക്കുന്ന പത്രീകകൾ സൂക്ഷ്മ പരിശോധനയ്ക്ക് വിധേയമാക്കണമെന്നും സംശയമുള്ള പത്രീകകൾ കൂടുതൽ രഹസ്യാനുബന്ധം നടത്തുന്നതിലേക്കായി പോലീസ് വകുപ്പിലേക്ക് കൈമാറണമെന്നും എല്ലാ ഉന്നത ഉദ്യോഗസ്ഥന്മാരോടും വകുപ്പുതലവൻമാരോടും ആവശ്യപ്പെട്ടിരുന്നു. എന്നാൽ ഇത്തരം പത്രീകകളുടെ സൂക്ഷ്മ പരിശോധന കാര്യക്ഷമമായി നിർവഹിക്കുന്നില്ലായെന്നും അനർഹമായി സ്വത്ത് സമ്പാദിച്ചിട്ടുള്ളവരുടെ പേരിൽ നടപടികളെടുക്കുന്നില്ലായെന്നും ഉള്ള ചില പരാതികൾ ഗവൺമെന്റിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്.

സീവിൽ സർവ്വീസിലെ അഴിമതികൾ തടയുക എന്ന ലക്ഷ്യത്തിലേക്കുള്ള നടപടി എന്ന നിലയിൽ സർക്കാർ ജീവനക്കാർ സമർപ്പിക്കുന്ന സ്ഥാവര വസ്തുക്കളും മറ്റു നിക്ഷേപങ്ങളും സംബന്ധിച്ച് പത്രീകകൾ കൂടുതൽ കാര്യക്ഷമമായ സൂക്ഷ്മ പരിശോധനയ്ക്കു വിധേയമാക്കേണ്ടതും സംശയമുള്ള കേസുകൾ കൂടുതൽ രഹസ്യാനുബന്ധത്തിനായി വിജിലൻസ് വകുപ്പിന് കൈമാറേണ്ടതുമാണ്. ഇക്കാര്യത്തിൽ ആവശ്യമായ നടപടികൾ കൈക്കൊള്ളാൻ എല്ലാ ഉന്നത ഉദ്യോഗസ്ഥന്മാരോടും വകുപ്പു തലവൻമാരോടും നിർദ്ദേശിച്ചുകൊള്ളുന്നു.

എസ്. നാരായണസ്വാമി,
ചീഫ് സെക്രട്ടറി.

**PERSONNEL AND ADMINISTRATIVE REFORMS
(ADVICE-C) DEPARTMENT**

CIRCULAR

No. 2567/Adv. C2/89/P&ARD. *Dated, Trivandrum, 28th February, 1989.*

*Sub:—*Discussion with representatives of Common Service Associations—
Instructions issued.

*Ref:—*1. Govt. Circular No. 1597/Adv.C2/88/P&ARD. dated 21-7-1988.

2. Representation dated 27-1-1989 from the General Secretary, Kerala Gazetted Officers Association, Trivandrum.

In the Government Circular first cited instructions were issued to all Heads of Departments and Offices including all departments in the secretariat that they should invite the representatives of all recognised service associations for all discussions of general service and administrative matters concerning the employees. But in the representation second cited the General Secretary, Kerala Gazetted Officers Association has brought to the notice of Government a specific instance in which the office bearers of the association were not invited to attend a meeting for discussing various matters concerned with employees.

2. Government wish to impress upon all Heads of Departments and Offices including all Departments in the Secretariat that they should invariably invite the representatives of all common service organisations for discussions relating to common service issues of the departments. They would also ensure that omissions do not occur in future while inviting the representatives for the discussions.

P. SHANMUGASUNDARAM,

Secretary to Government.

GENERAL ADMINISTRATION (MISCELLANEOUS) DEPARTMENT

CIRCULAR

No. 71468/M3/88/GAD. *Dated, Trivandrum, 18th May, 1989.*

*Sub:—*Discouraging smoking in Government Offices/Institutions and
educational institutions—Observance of—An appeal to Staff.

Smoking is injurious to health. It is one of the main causes of lung cancer. According to World Health Organisation forecasts lung cancer will soon surpass all other forms of cancer worldwide. Smoking affects not only the smokers but also the non-smokers who are present around and have to inhale the smoke exhaled by smokers. Smoking in enclosed places is particularly harmful because the level of carbon dioxide and carbon monoxide is raised, thereby

causing lung disorders even to 'passive smokers'. Government consider that smoking should be discouraged, particularly in Government offices, educational institutions and other public places. Since smoking is a fairly widespread behavioural attribute, change in this habit is best brought about by the smokers themselves.

Government therefore wish to appeal to all concerned to refrain from smoking in Government offices and educational institutions. This will help to create a healthy environment.

S. NARAYANASWAMY,
Chief Secretary.

PERSONNEL AND ADMINISTRATIVE REFORMS (PS) DEPARTMENT

G. O. (Ms.) 40/89/P&ARD.

Dated, Trivandrum, 23rd December, 1989.

Abstract:—Kerala Government Servants' Conduct Rules—Powers under Rules 26 and 29—Delegated to the Heads of Departments—Modified—Orders issued.

ORDER

S.R.O. No. 89/90.—In exercise of the powers conferred under rule 96 of the Kerala Government Servants' Conduct Rules, 1960 and in supersession of the orders issued in G. O. (Ms.) 57/82/P & ARD and published as S.R.O. No. 1488/82 in the Kerala Gazette No. 48 dated the 7th December, 1982 the Government of Kerala hereby direct that *the power exercisable by it under rules 26 and 29 of the said Rules shall be exercisable also by the Heads of Departments in respect of the employees in their respective Departments.*

This order shall be deemed to have come into force on the 19th day of November, 1982.

By order of the Governor,

LIZZIE JACOB,
Secretary to Government.

Explanatory Note

In the Government Order (Ms.) No. 57/82/P&ARD. dated 19-11-1982 (S.R.O. No. 1488) the enabling provision under which the delegation was issued was not cited in the preamble. The wording of the G. O. was also not in accordance with the wording of Rule 96 of the Kerala Government Servants' Conduct Rules, 1960. Therefore it is necessary to issue a modified order rectifying these defects. This order is intended to achieve the above object.

PERSONNEL & ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

GO. (P) No. 33/90/P &ARD. Dated, Thiruvananthapuram, 12th September, 1990.

NOTIFICATION

S. R. O. No. 1694/90.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3, thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 1990.

(2) They shall come into force at once

2. *Amendment of the Rules.*—In the Kerala Government Servants Conduct Rules, 1960, in rule 49A, for the existing clause (i) the following clause shall be substituted, namely:—

“(i) Failure to perform his/her academic duties such as invigilation work, coming to the class without preparation to conduct lecture classes, practical classes, assessment and guidance and refusal or willful delay in the execution of any work allotted to the teacher by the authority concerned in connection with Colleges/University examinations”.

By order of the Governor,

P. SHANMUGASUNDARAM,

Commissioner and Secretary to Government.

Explanatory note

(This does not form part of the notification, but is intended to indicate its general purport.)

The Committee on Subordinate Legislation in their 13th Report of the Seventh Kerala Legislative Assembly recommended that the words “demonstration” and “etc.” occurring in clause (i) of rule 49A of the Kerala Government Servants Conduct Rules, 1960, introduced as per amendment to the said rules by Notification issued in G. O. (P) 93/81/GAD dated 19-3-1981 as S. R. O. No. 5442/81 may be deleted since the said words do not connote the correct meaning. In order to avoid ambiguity Government propose to insert a new clauses so as to imply its intention and meaning. The Notification is intended to achieve the above object.

**PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT**

G. O. (P) 17/91/P&ARD. *Dated, Thiruvananthapuram, 16th May, 1991.*

Abstract:—Public Services—Permission to work as Announcers/News Readers etc., in Doordarshan by Government Employees—Orders issued.

ORDER

Several requests are being received from Government servants seeking permission under Kerala Government Servants' Conduct Rules to work as Announcers/News Readers in Doordarshan. In the case of broadcasts from Radio Stations by a Government servant there are specific provisions in rules 83 and 84 of the Kerala Government Servants' Conduct Rules, 1960. But there is no provision in Kerala Government Servants' Conduct Rules regarding the acceptance of similar works in Doordarshan.

2. Government have examined the matter in all its aspects, and are pleased to order that *Government employees will be allowed to undertake announcing and news reading work in Doordarshan and programmes of Doordarshan (Except programmes sponsored by private agencies) without detriment to their official duties, with prior sanction of Government in individual cases as provided in rule 48 of the Kerala Government Servants' Conduct Rules, and to receive the remuneration therefore.*

By order of the Governor,

J. KRISHNA PILLAI,

Additional Secretary to Government.

GENERAL ADMINISTRATION (SS) DEPARTMENT

No. 111160/SS1/91/GAD. *Dated, Thiruvananthapuram. 16th December, 1991.*

CIRCULAR MEMORANDUM

Sub:—Public Services—Government Servants engaging themselves in distribution of Notices/Pamphlets or Canvassing for participation in Strike during office hours—Instructions issued.

Ref:—1. Cir. Memo. No.115477/SS1/72/PD. Public (SS) Dept. dated 28-1-1972.

2. Cir. Memo. No. 20802/SSI/84/GAD. dated 15-2-1984.

It has been brought to notice that certain Government employees connected with organisational activities, resort to distribution of notices/pamphlets, make speeches canvass for strikes, etc., within the premises of

Government offices during office hours. Such practices interfere with Government work and is against public interest. It has been indicated in the circular first cited that persons who hold demonstrations etc., within office premises will be liable for disciplinary action as well as possible prosecution. In the circular second cited all Government employees were advised against such activities in contravention of the provisions of the Office Manuals such as the Kerala Secretariat Office Manual and the M.O.P.

2. All the Heads of Departments and Offices are informed that Government take a serious view of unauthorised activities such as canvassing for participation in strike/agitations, speeches, distribution of pamphlets, etc., Within the office premises as well as intimidation of employees. Prompt action including disciplinary action and criminal proceedings where necessary shall be taken against delinquent employees. The Heads of Departments and Officers will be held responsible for the enforcement of the above instructions.

S. PADMAKUMAR,
Chief Secretary to Government.

GENERAL ADMINISTRATION (SS) DEPARTMENT

CIRCULAR MEMORANDUM

No.107572/SS1/92/GAD.

Dated, Trivandrum, 17th February, 1993.

Sub:—Public Services—Government Servants engaging themselves in concerted actions during office hours—Instructions—Regarding.

- Ref:—*1. Cir. Memo. No. 115477/SS1/72/PD. dated 28-11-1972.
2. Cir. Memo. No. 20802/SS1/84/GAD. dated 15-2-1984.
3. Cir. Memo. No. 111160/SS1/91/GAD. dated 16-12-1991.

An instance of group clash among Secretariat employees within the Secretariat during office hours has come to the notice of Government. Instructions were already issued in Circulars cited prohibiting demonstrations canvassing for participation in strike agitations, speeches, distribution of pamphlets, etc., within the office premises as well as intimidation of employees.

All Heads of Departments and Offices are informed that Government take serious note of the recurrences of such unauthorised activities within the office premises in spite of repeated instructions and would reiterate that persons/organisations who indulge in such demonstrations/activities will make themselves liable for disciplinary action. *In the case of Service Organisations, action under Rule 79 of the Kerala Government Servants' Conduct Rules, 1960 to withdraw recognition granted to them will be initiated, if found necessary.*

K. V. RAVINDRAN NAIR,
Chief Secretary.

ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (ഉപദേശ-സി) വകുപ്പ്

നമ്പർ 15045/അഡ്വൈസ്-സി2/93/പി.ആന്റ്.എ.ആർ.ഡി.

തിരുവനന്തപുരം, 1994 ഏപ്രിൽ 22.

സർക്കുലർ

വിഷയം:—അംഗീകൃത സർവ്വീസ് സംഘടനകൾക്ക് ആഫീസ് മന്ദിരങ്ങളിൽ പരസ്യ പ്രചാരണ സൗകര്യങ്ങൾ ഏർപ്പെടുത്താൻ അനുവാദം—നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

സംസ്ഥാനത്തെ പല ആഫീസ് മന്ദിരങ്ങളും ചുവരെഴുത്തുകൾമൂലവും പോസ്റ്റർ പരസ്യങ്ങൾ പതിക്കുന്നതിനാലും വളരെ വൃത്തിഹീനമായിത്തീരുന്ന കാര്യം സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിരിക്കുന്നു. ഇത്തരം പരസ്യങ്ങളും ചുവരെഴുത്തുകളും ആഫീസ് മന്ദിരങ്ങൾക്ക് അഭംഗിയുണ്ടാക്കുന്നുവെന്നു മാത്രമല്ല സർക്കാർ ആഫീസുകളെക്കുറിച്ച് പൊതുജനങ്ങളിലും സന്ദർശകരിലും അവജ്ഞ ഉളവാക്കുകയും ചെയ്യുന്നുണ്ട്.

പലപ്പോഴും സർക്കാർ ജീവനക്കാരുടെ സംഘടനകൾ തന്നെയാണ് സ്വന്തം ആഫീസ് മന്ദിരങ്ങളിൽ പരസ്യപ്രചാരണത്തിനായി ഇപ്രകാരം ചുവരെഴുത്തുകളും മറ്റും നടത്തിവരുന്നതെന്നും സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്.

ജീവനക്കാരുടെ സംഘടനാ സ്വാതന്ത്ര്യത്തെ ഹനിക്കാതെതന്നെ ഈ പ്രശ്നം പരിഹരിക്കാൻ സാധിക്കണം എന്ന് സർക്കാർ ആഗ്രഹിക്കുന്നു. അതിനാൽ ഈ വിഷയത്തെ സംബന്ധിച്ച് താഴെ കൊടുക്കുന്ന നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നു.

1. വ്യക്തികളോ, സർവ്വീസ് സംഘടനകളോ ആഫീസ് മന്ദിരങ്ങളിൽ ചുവരെഴുത്ത് നടത്താനോ, പോസ്റ്റർ പരസ്യങ്ങൾ, നോട്ടീസുകൾ എന്നിവ ചുവരിൽ പതിക്കാനോ പാടുള്ളതല്ല. പോസ്റ്റർ പരസ്യങ്ങൾ, നോട്ടീസുകൾ എന്നിവ അവയ്ക്കു വേണ്ടി പ്രത്യേകം സ്ഥാപിച്ചിട്ടുള്ള നോട്ടീസ് ബോർഡുകളിൽ മാത്രമേ പതിക്കാൻ പാടുള്ളൂ.

2. ആഫീസ് മേധാവികൾ ആഫീസുകളുടെ പ്രധാന പ്രവേശന ഭാഗത്തല്ലാതെ മറ്റ് എവിടെയെങ്കിലും അംഗീകൃത സർവ്വീസ് സംഘടനകളുടെ പ്രചാരണ പരിപാടികൾക്കായി നോട്ടീസ് ബോർഡുകളോ അതുപോലെയുള്ള മറ്റു സംവിധാനങ്ങളോ യഥോചിതം ഏർപ്പെടുത്തിക്കൊടുക്കേണ്ടതാണ്.

3. അർദ്ധ സർക്കാർ സ്ഥാപനങ്ങളിലും പൊതുമേഖലാ സ്ഥാപനങ്ങളിലും ഇപ്രകാരമുള്ള സംവിധാനങ്ങൾ അവയുടെ ഭരണകർത്താക്കളും ഏർപ്പെടുത്തി കൊടുക്കേണ്ടതാകുന്നു.

ആർ. രാമചന്ദ്രൻ നായർ,

ചീഫ് സെക്രട്ടറി.

PERSONNEL AND ADMINISTRATIVE REFORMS (RULES) DEPARTMENT*No.6857/R2/95/P&ARD.**Dated, Thiruvananthapuram, 12th May, 1995.***CIRCULAR**

Sub:—Political neutrality and impartiality of Government Servants—Prohibition of fund collections—Instructions issued.

It is expected by the Government that all officers and functionaries of the Government who take decisions which affect individuals as well as groups of citizens shall always be guided by principles of equity, justice and fair play. All citizens are entitled to get equal and impartial consideration from the Government-irrespective of their caste, creed, sex, age, social status, and political affiliation.

It has come to the notice of the Government that sometimes certain sections of society feel aggrieved that they are not getting full justice from some Government Departments because of the political affiliation of some of the officers of Government or because of the improper interference of politicians in the decision-making process. This is most unfortunate; and this kind of apprehension on the part of the ordinary citizens should be removed at all cost.

I. Political neutrality and impartiality

The following instructions are issued to the officers and staff of all the Departments of Government for strict compliance.

(1) Officers of Government, or Government functionaries, who have a decision making role shall not allow themselves to be guided by political affiliations or ideologies in deciding the issues officially brought before them.

(2) It shall be the endeavour of all the Government Servants to ensure that they do not say, or do, anything which may give the impression to the public that they are openly affiliated to one political party or political ideology (whether of the ruling party or of the opposition) and that citizens who do not have the same affiliation or inclination may not get full justice from them.

(3) While the officers of Government shall remain fully accessible to the citizens (including political workers) and shall listen carefully to their grievances and representations, the decisions taken by them shall be guided only by rules and regulations, the policy directives issued by the Government and the principles of equity and justice.

(4) As it is expected that Government Servants shall always be impartial (and also appear to be palpably impartial), they are directed to refrain from frequenting of offices of political parties, participating in sectarian political activities or keeping frequent company with politicians except on rare occasions of distress relief activity during natural calamities and such other occasions of all-out social actions.

(5) All Government functionaries shall keep in mind that if it is found that there is any deviation from rules, procedures, or proprieties in their actions, any explanation to the effect that they have acted on the request or advice of any politician (whether of the ruling party or otherwise) will not absolve them of their guilt or protect them from punitive action.

II. Prohibition of fund collections.

(6) It is hereby made clear that it is the definite policy of the Government that officers and other personnel of the Government Departments shall not engage themselves in collection of funds for any non-governmental purpose especially of a political nature. It shall be ensured that no political party makes use of the service (or the influence) of the officers or staff of the Government departments for raising funds for general elections or by-elections, political demonstrations or party conventions. If it is found that any Government Servant has violated this instruction and indulged in collection of funds for a political party (even if it is the Ruling Party), it will be viewed seriously by the Government and will invite severe disciplinary action.

(7) The Government wish to make it clear that Government servants are only servants of the Government and not of any particular ruling party. Therefore they shall not allow themselves to be dominated or guided by workers or leaders of the parties in power.

(8) All officers and staff of the Government Departments shall cultivate a neutral and nonpartisan outlook (as well as image) in public affairs and act with strict impartiality in all official transactions.

R. RAMACHANDRAN NAIR,
Chief Secretary.

GENERAL ADMINISTRATION (MISC.) DEPARTMENT

GO.(P)239/95/GAD.

Dated, Thiruvananthapuram, 11th July, 1995.

Abstract:—Tobacco Smoking in all State Government Offices and Educational institutions—Prohibition of—Orders issued.

Read:—Government Circular No.71468/M3/88/GAD. dated 18-5-1989.

ORDER

It has been scientifically established by studies that smoking is injurious to health. It causes serious health hazards not only to the smokers but even to the non smokers who happen to inhale the smoke. **Considering the adverse effects of tobacco smoke on health. Government are pleased to order a total ban on smoking in all Government Offices and all Educational Institutions including Private Colleges and Schools.**

Necessary boards will be displayed by the Heads of Offices informing the employees/public regarding the ban on smoking.

By Order of the Governor,

G. GOPALAKRISHNA PILLAI,

Additional Chief Secretary.

നികൃതി (എച്ച്) വകുപ്പ്

സർക്കുലർ

നമ്പർ എച്ച്. 1/97/നി.വ.

തിരുവനന്തപുരം, 1997 ആഗസ്റ്റ് 7.

വിഷയം:—കേരള സംസ്ഥാന ഭാഗ്യക്കുറി—സർക്കാർ സർവ്വീസിലെ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർക്ക് ഭാഗ്യക്കുറി ഏജൻസി എടുക്കുന്നതിന് അനുമതി—സംബന്ധിച്ചു

സൂചന:—1. 1997-ലെ കേരള സംസ്ഥാന ഭാഗ്യക്കുറി റൂൾസ്.

2. സംസ്ഥാന ഭാഗ്യക്കുറി ഡയറക്ടറുടെ 2-1-1997, 8-5-1997 എന്നീ തീയതികളിലെ പബ്. 5-12773/96/ഡി.എസ്.എൽ. നമ്പർ കത്ത്.

കേരള സംസ്ഥാന ഭാഗ്യക്കുറി റൂൾസിലെ താഴെ പറയുന്ന ചട്ടം 27 പ്രകാരം സംസ്ഥാന സർക്കാർ സർവ്വീസിലെ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർക്ക് ചില നിബന്ധനകൾക്ക് വിധേയമായി ഭാഗ്യക്കുറി ഏജൻസി എടുത്ത് വിലപന നടത്താവുന്നതാണ്.

27. 18 വയസ്സ് പൂർത്തിയായിട്ടുള്ളതും മാനസിക ആരോഗ്യമുള്ളതുമായ ഏതൊരു വ്യക്തിയേയും ഭാഗ്യക്കുറി ടിക്കറ്റ് ഏജൻ്റായി നിയമിക്കാവുന്നതാണ്.

സംസ്ഥാന സർക്കാരുദ്യോഗസ്ഥരുടെ വിഭാഗത്തിൽ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാരുടെ ഓഫീസ് സമയത്തല്ലാതെയും ഔദ്യോഗിക കൃത്യ നിർവ്വഹണത്തിന് തടസ്സം കൂടാതെയും നേരിട്ടോ അല്ലാതെയോ വില്പനയ്ക്കോ വിതരണത്തിനോ ആയി സ്റ്റാളുകൾ തുറക്കുവാൻ പാടില്ലാ എന്നുള്ള വ്യവസ്ഥകൾക്ക് വിധേയമായും ഭാഗ്യക്കുറി ടിക്കറ്റ് വില്പിക്കുന്നതിനുള്ള ഏജൻസി എടുക്കുന്നതിന് അനുവദിക്കുന്നതാണ്.

എന്നാൽ വകുപ്പു തലവൻമാരിൽ നിന്നും അനുമതി കിട്ടുന്നതിനുള്ള പ്രായോഗിക ബുദ്ധിമുട്ടുകൊണ്ടാണ് മിക്ക ലാസ്റ്റ് ജീവനക്കാർക്കും ലോട്ടറി ഏജൻസി എടുക്കാൻ സാധിക്കാത്തതെന്ന് മനസ്സിലാക്കാൻ കഴിയുന്നു എന്നും ആയതിനാൽ താല്പര്യമുള്ള എല്ലാ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർക്കും ലോട്ടറി ഏജൻസി എടുക്കുന്നതിന് അനുമതി നൽകുന്നതിന് ഓഫീസ് മേധാവികൾക്ക് അധികാരം നൽകുന്നതിൽ ഉത്തരവ് ഉണ്ടാക്കുന്നതിനായി 2-ാം സൂചന കരത് പ്രകാരം സംസ്ഥാന ഭാഗ്യക്കുറി ഡയറക്ടർ അഭ്യർത്ഥിക്കുകയുണ്ടായി.

ഈ സാഹചര്യത്തിൽ 1997-ലെ കേരള സംസ്ഥാന ഭാഗ്യക്കുറി റൂൾസിലെ ചട്ടം 27 പ്രകാരം സംസ്ഥാന സർവ്വീസിലെ എല്ലാ ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാർക്കും ഭാഗ്യക്കുറി ഏജൻസി എടുക്കുന്നതിന് അനുവദിച്ചിട്ടുണ്ടെന്നുള്ള വിവരം എല്ലാ വകുപ്പുമേധാവികളേയും അറിയിച്ചുകൊള്ളുന്നു. ഏജൻസി എടുക്കാൻ താല്പര്യമുള്ള ലാസ്റ്റ് ഗ്രേഡ് ജീവനക്കാരുടെ അപേക്ഷകൾ വകുപ്പു മേധാവികൾ ശുപാർശ ചെയ്ത് (നിശ്ചിത വ്യവസ്ഥകൾക്ക് വിധേയമായി) നൽകേണ്ടതും പ്രസ്തുത അപേക്ഷകൾക്ക് ഭാഗ്യക്കുറി വകുപ്പ് ഏജൻസി നൽകുന്നതുമാണ്. ഈ കാര്യത്തിൽ വിശദവിവരങ്ങൾക്ക് ഭാഗ്യക്കുറി ഡയറക്ടറുമായി ബന്ധപ്പെടേണ്ടതാണ്.

എ. കെ. ദുബൈ,

സെക്രട്ടറി (ടാക്സ്).

**PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT**

G. O. (P) No. 12/98/P&RD.

Dated, Thiruvananthapuram, 7th March 1998.

NOTIFICATION

S. R. O. No. 257/98.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely.—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 1998.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servants' Conduct Rules, 1960 after rule 49A, the following rules shall be inserted, namely:—

“49B. *Conduct of Teaching staff and other Government servants.*—The following lapses shall constitute improper conduct on the part of the teaching staff of the Government Institutions and other Government servants:—

Failure to undertake the assignments of Public Service Commission such as setting of question papers, invigilation in Examination Halls, acceptance of Chief Superintendship for the examination, evaluation of answer papers, assisting the Commission as experts in the framing of syllabus for tests or conducting the interviews and to discharge the duties arising therefrom.”

By order of the Governor,

DHARAM VEER,

Secretary to Government.

Explanatory Note

(This does not form part of the Notification but is intended to indicate its general purport.)

It has been found that the process of recruitment of staff by Kerala Public Service Commission is handicapped by the non-co-operation of some of the Government servants including teachers to whom the Commission assigns work related to the recruitment. Hence Government propose to make it obligatory on the part of the teaching staff of the Government Institutions and other Government servants, to undertake the assignments of the Public Service Commission scrupulously.

This notification is intended to achieve the above object.

**PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT**

CIRCULAR

No. 14509/Adv.C2/98/P&ARD.

Dated, Thiruvananthapuram, 14th October, 1998.

*Sub:—*Procedure for dealing with Court cases—Instructions issued.

Certain issues relating to the O.Ps. pending in the Hon'ble High Court were discussed, among other things, at the meeting of Secretaries and the Advocate General with Chief Secretary held on 14-9-1998. In the light of the discussion the following instructions are issued:

1. The liaison officers will be authorised to swear to counter affidavits in routine cases.
2. The Advocate General will conduct or arrange to conduct periodical review of cases on the last Saturday of the month in his office in so far as the Departments which have to deal with a number of court cases and difficulties arising therefrom. Either the Secretary or a senior officer nominated by him should attend such review meetings.
3. It may be noted that only Heads of Departments and Officers of and above the rank of Additional Secretary to Government should address the Advocate General by D.O. Letters.

M. MOHANKUMAR,

Chief Secretary.

GENERAL ADMINISTRATION (SS) DEPARTMENT

CIRCULAR

No. 18858/SS1/99/GAD.

Dated, Thiruvananthapuram, 4th June, 1999.

*Sub:—*Office Discipline—Demonstration inside the Office Building—
Restriction regarding:—

*Ref:—*Cir. Memo No. 107572/SS1/92/GAD. dated 17-2-1993.

It has come to the notice of Government that demonstrations of Associations are sometimes being held inside public office buildings during office hours. This is despite of the instructions already issued prohibiting

similar activities within office premises. (A copy of the Circular cited is enclosed for ready reference). This has created problem of discipline in the office premises.

All Heads of Departments and Officers are therefore informed that Government view such unauthorised activities seriously and would reiterate that persons/organisations who indulge in such activities will make themselves liable for disciplinary action.

M. MOHANKUMAR,
Chief Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT
CIRCULAR

No. 7064/Adv.C2/2001/P&ARD. *Thiruvananthapuram, 3rd July, 2001.*

Sub:—Kerala Government Servants' Conduct Rules, 1960—Acceptance of Awards by State Government Employees—Instructions issued.

As per rule 6 of Kerala Government Servants' Conduct Rule, 1960 no Government Servant shall, except with the previous sanction of Government accept or permit any member of his family to accept directly or indirectly on his or on behalf of any other person, any gift gratuity or reward from a person not related to him. In the circumstances all Government employees are instructed that they should not accept awards of any kind from any person/national or international organisation without obtaining prior sanction of the Government.

RAM SINGH,
Principal Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT

G. O. (P) 33/2002/P&ARD. *Dated, Thiruvananthapuram, 3rd July, 2002.*

Abstract:—Public Services—Permission to work as Announcers/News Readers etc. in All India Radio by Government employees—Orders issued.

Read:—G. O. (P) 17/91/P&ARD. dated 16-5-1991.

ORDER

As per the Government Order read above Government had issued orders allowing Government employees to undertake announcing and news reading work in Doordarshan and programmes of Doordarshan (except programmes sponsored by private agencies) without detriment to their official duties with prior sanction of Government in individual cases as provided in rule 48 of the Kerala Government Servants' Conduct Rules, and to receive the remuneration therefore.

Now, Government have received representations from Government employees seeking permission to work as casual Announcers and News Readers in All India Radio also.

Government have examined the matter in detail and are pleased to order that Government employees will be allowed to undertake announcing and news reading work in All India Radio also (except programmes sponsored by private agencies) without detriment to their duties, with prior sanction of Government in individual cases as provided in rule 48 of the Kerala Government Servants' Conduct Rules, and to receive the remuneration therefore.

By Order of the Governor.

C. RAMACHANDRAN,

Principal Secretary to Government.

ഉദ്യോഗസ്ഥ ഭരണപരിഷ്കാര (ഉപദേശ-സി) വകുപ്പ്

സർക്കുലർ

നമ്പർ 16160/ഉപ.സി. 3/2008/ഉ.ഭ.പ.വ.

തിരുവനന്തപുരം, 2009 ഏപ്രിൽ 8.

വിഷയം:—സർക്കാർ ജീവനക്കാർ—പാർലമെന്റ് അംഗങ്ങളോടും സംസ്ഥാന നിയമസഭാ സാമാജികരോടും ഉള്ള ഇടപെടൽ—ആദരവ് പ്രകടിപ്പിക്കൽ—നിർദ്ദേശങ്ങൾ സംബന്ധിച്ച്.

- സൂചന:**—
1. 30-6-1975-ലെ 134160/എസ്.ഡി. 3/74/പി.ഡി. നമ്പർ സർക്കുലർ.
 2. 14-10-1988-ലെ 14958/ഉപദേശ സി3/88/ഉ.ഭ.പ.വ. നമ്പർ സർക്കുലർ.
 3. 30-5-2002-ലെ 5913/ഉപ.സി.3/2002/ഉ.ഭ.പ.വ. നമ്പർ സർക്കുലർ.

നമ്മുടെ ജനാധിപത്യ സംവിധാനത്തിൽ പാർലമെന്റ് അംഗങ്ങളും സംസ്ഥാന നിയമസഭാ സാമാജികന്മാരും അംഗീകൃത ജനപ്രതിനിധികൾ എന്ന നിലയിൽ സുപ്രധാനമായ ഒരു സ്ഥാനമാണ് വഹിക്കുന്നത്. ഭരണഘടനപരമായി അവർക്ക് പ്രധാനപ്പെട്ട ചുമതലകൾ നിർവ്വഹിക്കാനുണ്ട്. സർക്കാർ ആഫീസുകളിൽ നിന്ന് വിവരങ്ങൾ ആരായേണ്ട ആവശ്യവും അവർക്ക് ഉണ്ടാകാം. പാർലമെന്റ് അംഗങ്ങളും നിയമസഭാ സാമാജികരും ഉദ്യോഗസ്ഥന്മാരുമായി കൂടിക്കാഴ്ച നടത്തേണ്ടതായും വരും.

ഇതോടനുബന്ധിച്ച് എം. പി./എം.എൽ.എ-മാരും സർക്കാർ ജീവനക്കാരും തമ്മിലുള്ള ബന്ധം ക്രമീകരിക്കുന്നതിനായി ഏതാനും അംഗീകൃത തത്വങ്ങളും കീഴ്നടപ്പുകളും വ്യവസ്ഥാപിതമായിട്ടുണ്ട്. ഈ തത്വങ്ങളും കീഴ്നടപ്പുകളും സർക്കാർ സൂചന ഒന്നിലെ സർക്കുലറിലൂടെ എല്ലാവരെയും അറിയിച്ചിട്ടുണ്ട്. മേൽ മാർഗ്ഗനിർദ്ദേശങ്ങൾ സൂചന 2-ലെയും സൂചന 3-ലെയും സർക്കുലറുകൾ മുഖേന വീണ്ടും പുറപ്പെടുവിച്ചിരുന്നു. ഈ മാർഗ്ഗനിർദ്ദേശങ്ങൾ പാലിക്കുന്നതിൽ ചില ഉദ്യോഗസ്ഥന്മാർ വീഴ്ച വരുത്തിയതായി സർക്കാരിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ആയതിനാൽ പാർലമെന്റ് അംഗങ്ങളും നിയമസഭാ സാമാജികരും സർക്കാർ ജീവനക്കാരും തമ്മിലുള്ള ബന്ധത്തെ നിയന്ത്രിക്കേണ്ട തത്വങ്ങളും കീഴ്നടപ്പുകളും ആവർത്തിച്ച് വിശദമാക്കേണ്ടതുണ്ട്. ആയതിനാൽ താഴെപ്പറയുന്ന നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കണമെന്ന് ഒരിക്കൽക്കൂടി ഓർമ്മിപ്പിക്കുന്നു.

സർക്കാർ ജീവനക്കാർ പാർലമെന്റ് അംഗങ്ങളോടും നിയമസഭാ സാമാജികരോടും ആദരവ് പ്രകടിപ്പിക്കുകയും അവർക്ക് പരമാവധി പരിഗണന നൽകുകയും ചെയ്യേണ്ടതാണ്. അവരോടുള്ള പെരുമാറ്റം എപ്പോഴും വളരെ മാനുഷമായ രീതിയിലായിരിക്കണം. പാർലമെന്റ് അംഗങ്ങളും നിയമസഭാ സാമാജികന്മാരും പറയുന്നതു ശ്രദ്ധാപൂർവ്വവും ക്ഷമയോടുകൂടി കേൾക്കേണ്ടതും അവർ അന്വേഷിക്കുന്ന കാര്യങ്ങളെ സംബന്ധിച്ച മറുപടി വളരെ വിനയത്തോടും ആദരവോടും കൂടി പറയേണ്ടതുമാണ്. ഭരണഘടനാപരമായിട്ടുള്ള അവരുടെ ചുമതലകൾ നിർവ്വഹിക്കുന്നതിന് സഹായിക്കുക എന്നത് ഓരോ ഉദ്യോഗസ്ഥന്റേയും കടമയാണ്. ഒരംഗത്തിന്റെ അഭ്യർത്ഥനയോ നിർദ്ദേശമോ ആയി യോജിക്കാൻ ഒരു ഉദ്യോഗസ്ഥന് കഴിയാതെ വരുന്ന സന്ദർഭത്തിൽ അതിനുള്ള കാരണങ്ങൾ ആദരപൂർവ്വം അംഗത്തിന് വിശദീകരിച്ച് കൊടുക്കേണ്ടതാണ്.

എല്ലാ ഉദ്യോഗസ്ഥരും ഓരോ ദിവസവും ഏതാനും സമയം സന്ദർശകരെ കാണുന്നതിനായി മാറ്റിവയ്ക്കേണ്ടതാണ്. ഈ സമയത്തും മറ്റ് ഓഫീസ് സമയത്തും പാർലമെന്റ് അംഗങ്ങൾക്കും നിയമസഭാ സാമാജികർക്കും മുൻഗണന നൽകേണ്ടതാണ്. പാർലമെന്റ് അംഗങ്ങളും നിയമസഭാ സാമാജികരും ഓഫീസിൽ തന്നെക്കാണാൻ വരുമ്പോഴും യാത്രയാക്കുമ്പോഴും ബന്ധപ്പെട്ട ഉദ്യോഗസ്ഥൻ തന്റെ ഇരിപ്പിടത്തിൽ നിന്ന് എഴുന്നേറ്റ് നിൽക്കേണ്ടതാണ്.

**PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT
NOTIFICATION**

G O. (P) No. 13/2002/P&ARD. *Dated, Thiruvananthapuram, 19th March, 2002.*

S. R. O. No. 188/2002.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Service Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules, further to amend the Kerala Government Servants' Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2002.

(2) They shall come into force at once.

2. *Amendment of the rules.*— In the Kerala Government Servants' Conduct Rules, 1960, after rule 93E the following rule shall be inserted, namely:—

“93F. *Prohibition of sexual harassment of working women.*—(1) No Government servant shall indulge in any act of sexual harassment of any women at the work place.

(2) Every Government servant who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation:—For the purpose of this rule, “sexual harassment” includes such unwelcome sexually determined behaviour, whether directly or otherwise as:

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.”

By order of the Governor,

C. RAMACHANDRAN,
Principal Secretary to Government.

Explanatory Note

(This does not form part of the Notification, but is intended to indicate its general purport.)

The Hon'ble Supreme Court in a judgement has laid down guidelines and norms to be observed to prevent sexual harassment of working women. In pursuance of the above directions of the Supreme Court, the Government of India have amended the Central Civil Services (Conduct) Rules, 1964 making a specific provision for prohibition of sexual harassment of working women. Government of India have directed to take necessary action to suitably modify the conduct rules governing the employees of State Government/Union Territories also to ensure that they include the express prohibition of sexual harassment and provide for appropriate penalties against the offender.

The notification is intended to achieve the above object.

**PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)
DEPARTMENT
NOTIFICATION**

G.O. (P) No. 11/2002/P&ARD. Dated, Thiruvananthapuram. 19th March, 2002.

S. R. O. No. 186/2002.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely:—

RULES

1. *Short title and Commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2002.

(2) They shall come into force at once.

2. *Amendment of the rules.*—In the Kerala Government Servants' Conduct Rules, 1960, after rule 93(C) the following rule shall be added, namely:—

“93D. *Ban on smoking.*—No Government Servant shall Smoke Beedi or Cigarette or any such items in Government Offices or Educational Institutions”.

By order of the Governor,

C: RAMACHANDRAN,

Principal Secretary to Government.

Explanatory Note

(This is part of the notification, but is intended to indicate its general purport.)

It has been scientifically established by studies that smoking is injurious to health. It causes health hazards not only to the smokers but also to the non-smokers who happen to inhale the smoke. Considering the adverse effects of tobacco smoke on health, Government have ordered a total ban on smoking in all Government Offices and Educational Institutions as per G. O. (P) No. 239/95/GAD dated 11th July, 1995. Government now propose to impose a ban on smoking by Government Servants in Government Offices and Educational Institutions.

This notification is intended to achieve the above object.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT**ERRATA**

G O. (P) No. 3/2005/P&ARD. *Dated, Thiruvananthapuram, 18th February, 2005.*

In the Government Servants' Conduct (Amendment) Rules, 2002, issued in Notification G. O. (P) No. 11/2002/P&ARD dated 19th March, 2002, published as S.R.O. No. 186/2002 in the Kerala Gazette Extraordinary No. 353 dated 27th March, 2002,—

(i) in sub-rule (2) of rule 1, for the words 'at one' read 'at once';

(ii) in the first sentence in the Explanatory Note, for the words 'This is part of the notification', read 'This is not part of the notification'.

By order of the Governor,

K. G. SARALA,

Additional Secretary to Government.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C)**DEPARTMENT****NOTIFICATION**

G O. (P) No. 12/2009/P&ARD. *Dated, Thiruvananthapuram, 14th September, 2009.*

S. R. O. No. 838/2009.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servant's Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servant's Conduct (Amendment) Rules, 2009.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servant's Conduct Rules, 1960, in rule 24, for the words, "one thousand rupees", the words, "Twenty five thousand rupees" shall be substituted.

By order of the Governor,

TEEKA RAM MEENA,

Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per rule 24 of the Kerala Government Servant's Conduct Rules, 1960, Government Servants who intend to transact any movable or immovable property exceeding one thousand rupees in value shall declare his intention to Government. The Government have decided to enhance the said monetary limit suitably.

This notification is intended to achieve the above object.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT NOTIFICATION

GO. (P) No. 15/2009/P&ARD. Dated, Thiruvananthapuram, 7th October, 2009.

S. R. O. No. 835/2009.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2009.

(2) They shall be deemed to have come into force on the 1st day of October, 2009.

2. *Amendment of the Rule.*—In the Kerala Government Servants' Conduct Rules, 1960, to rule 50, the following proviso shall be inserted, namely:—

"Provided that a teacher (Medical Officer) in Government Medical and Dental Colleges in the State shall not examine or treat patients outside duty hours at his residence or at the residence of the patients and shall not be allowed to have private practice of any nature".

By order of the Governor,

TEEKA RAM MEENA,
Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

As per G. O. (P) No. 318/2009/H&FWD, dated 10th September, 2009 and G. O. (P) No. 344/2009/H&FWD dated 1st October, 2009 Government have banned the private practice of doctors in Government Medical/Dental Colleges in the State for upkeeping the quality of Medical/Dental education in the State and to upgrade Government Medical/Dental Colleges in the State to the centers of excellence. Hence it is decided to amend the Kerala Government Servants' Conduct Rules, 1960 accordingly.

This notification is intended to achieve the above object.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

NOTIFICATION

G. O. (P) No.7/2010/P&ARD. *Dated, Thiruvananthapuram. 12th March, 2010.*

S. R. O. No. 277/2010.—In exercise of the powers conferred by subsection (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely.—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2010.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servants' Conduct Rules, 1960, for rule 56, the following rule shall be substituted, namely:—

"56. Communication of official documents or Information.—Every Government servant shall, in performance of his duties in good faith, communicate information to a person in accordance with the Right to Information Act, 2005, (22 of 2005) and the rules made thereunder:

Provided that no Government servant shall, except in accordance with any general or special order of the Government or in performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any Government servant or an other person to whom he is not authorised to communicate such document or classified information.”

By order of the Governor,

T. J. MATHEW,

Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport).

Government of India amended rule 11 of the Central Civil Services (Conduct) Rules, 1964 in response to the requirements of the Right to Information Act, 2005. In its first report, the Second Administrative Reforms Commission has suggested that all States need to amend rules in a similar manner keeping with the letter and spirit of Right to Information Act. Accordingly, Government have decided to amend the Kerala Government Servants' Conduct Rules, 1960.

This notification is intended to achieve the above object.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

NOTIFICATION

G. O. (P) No. 39/2010/P&ARD.

Dated; Thiruvananthapuram, 14th December, 2010.

S. R. O. No. 46/2011.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968), read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2010.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servants' Conduct Rules, 1960:—

(a) in rule 37,—

- (i) for the words 'Last Grade' the words 'Part-Time Contingent Service' shall be substituted;
- (ii) after the word 'immovable' and before the word 'properties' the words and symbol "and/or movable" shall be inserted.
- (iii) the following provisos shall be added at the end namely:—
"Provided that the movable property worth ₹ 25,000 or less or as fixed by the Government from time to time need not be included in the Statement:

Provided further that once 'On-line' filing of Statements as per rule 37 or rule 39, as the case may be, is implemented in a Department, filing of the Statements in paper shall be discontinued in that Department."

(b) in rule 39,—

- (i) after the word 'immovable', occurring at two places, the symbol and word '/movable' shall be inserted;
 - (ii) between the word 'the' and the word 'statement', the word 'full' shall be inserted;
 - (iii) for the words 'certificate to that effect', the words and letters 'statement in the form in part I of Appendix A' shall be inserted;
- (c) for Appendix A, the following Appendix shall be substituted, namely:—

"APPENDIX A

Statement of Immovable/Movable properties, shares in companies and other investment held by the below mentioned employee, employee's spouse, relatives of mends (benami) for the year (Vide rule 37 or rule 39 of the Kerala Government Servants' Conduct Rules, 1960)

PART I

- I. Property Return Filing Authority :
- II. Details of Employee :
- (1) Permanent Employee Number (PEN) :
 - (2) Name and initial (s) (In Block letters) :
 - (3) Expansion of initial(s) :
 - (4) Permanent Residential Address :
 - (5) Designation :
 - (6) Date of Birth :
 - (7) Date of Entry in Government Service :
 - (8) Appointing Authority :
 - (9) Present Office :
- III. Details of Property :
- (1) Whether Immovable/Movable property acquired or disposed of during previous years? :
 - (2) If Yes, Whether details were furnished in time ? :
 - (3) If the details are not furnished in time the reason for the same :
 - (4) Whether Immovable/Movable property acquired or disposed of during year under report ? :
- (If Yes, Please furnish details in prescribed format in Part II and/or Part III).

Certified that details given above are true to the best of my knowledge and belief. I am aware that furnishing false information, particularly in respect of items III (1, 2, 3, 4) above will be liable to disciplinary action against me.

Station :

Signature :

Date :

Designation :

Permanent Employee Number (PEN):

Name of Employee :

Serial No.	Nature of the land (Wet/Dry/Garden)	Value of Land in ₹	Whether with building (Yes/No)	Value of Building in ₹	New building(s) put up during the year (including extension/renovation etc.) on properties owned during previous year	Value of such building(s) in ₹	Survey and Sub Division Number	Extent in Acre/Cents	State	District	Taluk
1	2	3	4	5	6	7	8	9	10	11	12

I hereby declare that I am not possessed of or interested in any landed

I am aware that furnishing false information will be liable to disciplinary

Station :

Date :

Note:—(1) A line may be used for each transaction.

(2) The properties already acquired before the year in question by a second line underneath and result shown in their line.

II
PROPERTIES

Return for the Year :

Pakuthi/Village	When acquired (date)	How acquired? purchase/ gift/succession/patta or others (Furnish details)	By whom acquired	With what means? (Mode of payment/receipt) cash/ cheque/draft or other (Furnish details)	From whom acquired	To whom disposed	Nature of interest (Part/Full)	Share of interest	In whose name registered	Price paid/received	Remarks
13	14	15	16	17	18	19	20	21	22	23	24

property other than what is stated above either in my name or benami.

action against me.

Signature :

Designation :

may be shown first (in red ink preferably) in one line and new acquisition or disposals
The third line will be first line in the return for the following year.

Part—III

MOVABLE PROPERTIES

Permanent Employee Number (PEN) :
 Name of Employee :
 Property Return for the Year :

(a)	Full particulars of shares, debentures, Postal cumulative time deposits and cash including bank deposits owned, acquired or inherited by the employee or held by him/her either in own name or in the name of any member of his/her family or in the name of any other person.	
(b)	Movable property other than those specified in clause (a) above	
(c)	Debts and other liabilities incurred by him directly or indirectly	

I hereby declare that I am not possessed of or interested in any movable property of any kind other than what is stated above either in my name or benami. I am aware that furnishing false information will be liable to disciplinary action against me.

Station :

Signature :

Date :

Designation :

(d) In Appendix B, in serial number 1, after the words 'Government Servant' the words and brackets 'with Permanent Employee Number (PEN)' shall be inserted.

By order of the Governor,

T. J. MATHEW,

Secretary to Government.

Explanatory Note

(This does not form part of the notification but is intended to indicate its general purport.)

Government have decided to implement on-line filing (through 'Internet') of Property Returns by State Government Employees. A Form having three parts conducive to the proposed on-line filing is to be introduced in the place of the existing Form under rule 37 of the Kerala Government Servants' Conduct Rules, 1960. Provision is also to be made to file details on movable properties and for filing NIL Return.

This notification is intended to achieve the above object.

PERSONNEL AND ADMINISTRATIVE REFORMS (ADVICE-C) DEPARTMENT

NOTIFICATION

G. O. (P) No. 27/2014/P&ARD. *Dated, Thiruvananthapuram, 7th August, 2014.*

S. R. O. No. 480/2014.—In exercise of the powers conferred by sub-section (1) of section 2 of the Kerala Public Services Act, 1968 (19 of 1968) read with section 3 thereof, the Government of Kerala hereby make the following rules further to amend the Kerala Government Servants' Conduct Rules, 1960, namely:—

RULES

1. *Short title and commencement.*—(1) These Rules may be called the Kerala Government Servants' Conduct (Amendment) Rules, 2014.

(2) They shall come into force at once.

2. *Amendment of the Rules.*—In the Kerala Government Servants' Conduct Rules, 1960, after rule 67, the following rule shall be inserted, namely:—

"67A. *Taking part in communal or religious activity.*—(1) No Government servant shall be an office-bearer of any communal or religious organisation or of such trust or society.

(2) A Government servant shall, within one month of his assuming charge as an office bearer of any scientific, literary or charitable society or of such trust or organisation, inform the Government regarding the assumption of charge and if in the opinion of the Government his continuance as such office-bearer is not in public interest, he shall resign from such office.

(3) No Government servant shall, while associating himself with any society, trust or organisation referred to in sub-rule (2), take part in any activity that involves collection of money or accept any subscription or other pecuniary assistance from any person or public or private entity."

By order of the Governor,

K. AJAYAKUMAR,
Secretary to Government.

Explanatory Note

(This does not form part of the notification, but is intended to indicate its general purport.)

Instance have been brought to the notice of the Government that Government servants who are office-bearers of communal or religious organisations, trusts or societies accept subscription and other pecuniary assistance and take part in activities which involve collection of money from persons, public or private entities. Since the existing provisions in the Kerala Government Servant's Conduct Rules, 1960 are insufficient to prohibit such activities or Government Servants, the Government have decided to incorporate suitable provisions in the said Rules.

This notification is intended to achieve the above object.



കേരള സർക്കാർ

ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര (ഉപദേശ-സി) വകുപ്പ്

നമ്പർ 515/ഉപ.സി2./2015/ഉപേവ. തീയതി, തിരുവനന്തപുരം, 2015 മാർച്ച് 23.

സർക്കുലർ

വിഷയം:—ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പ് —കൃത്യനിർവ്വഹണ സമയത്തെ സർക്കാർ ജീവനക്കാർക്കിടയിലെ പുകവലി, മദ്യപാനം, ലഹരി പദാർത്ഥങ്ങളുടെ ഉപയോഗം എന്നിവ വിലക്കുന്നത്— നിർദ്ദേശങ്ങൾ പുറപ്പെടുവിക്കുന്നത് സംബന്ധിച്ച്.

- സൂചന:**— (1) 22-8-1977-ലെ 25100/എസ്.ഡി2./77/ജിഎഡി. നമ്പർ സർക്കുലർ
- (2) 15-10-84-ലെ 49674/എസ്.ഡി2./84/ജിഎഡി. നമ്പർ സർക്കുലർ
- (3) 11-7-95-ലെ ജി. ഒ. (പി) നമ്പർ 239/95/ജിഎഡി.

കേരള സർക്കാർ ജീവനക്കാർ, അവരുടെ ഔദ്യോഗിക കർത്തവ്യ നിർവ്വഹണ സമയത്ത് ലഹരി പദാർത്ഥങ്ങൾ ഉപയോഗിക്കരുതെന്ന് 1960-ലെ കേരള സർക്കാർ ജീവനക്കാരുടെ പെരുമാറ്റ ചട്ടങ്ങളിലെ ചട്ടം 93 B-യിലും, സർക്കാർ ഓഫീസുകളിലോ വിദ്യാഭ്യാസ സ്ഥാപനങ്ങളിലോ പുകവലിക്കാൻ പാടില്ല എന്ന് പ്രസ്തുത ചട്ടങ്ങളിലെ ചട്ടം 93 D-യിലും വ്യവസ്ഥ ചെയ്തിട്ടുണ്ട്. പ്രസ്തുത നിർദ്ദേശങ്ങൾ കർശനമായി പാലിക്കാതെ ഓഫീസ് പ്രവൃത്തി സമയത്തും, കൃത്യനിർവ്വഹണം നടത്തുന്ന അവസരങ്ങളിലും കുറച്ചെങ്കിലും ജീവനക്കാർ പുകവലി, മദ്യപാനം, ലഹരി പദാർത്ഥങ്ങളുടെ ഉപയോഗിക്കൽ എന്നിവയിൽ ഏർപ്പെടുന്നതായി ഗവൺമെന്റിന്റെ ശ്രദ്ധയിൽപ്പെട്ടിട്ടുണ്ട്. ഇവർക്കെതിരെ നടപടിയെടുക്കുന്നതിൽ മേലുദ്യോഗസ്ഥർ പലപ്പോഴും വിമുഖത കാണിക്കുന്നുണ്ട്. സർക്കാർ ഇക്കാര്യം വിശദമായി പരിശോധിച്ചു. ഓഫീസ് പ്രവൃത്തി സമയത്തും, കർത്തവ്യ നിർവ്വഹണ അവസരങ്ങളിലും സംസ്ഥാന സർക്കാർ ജീവനക്കാർ പുകവലി, മദ്യപാനം, ലഹരി പദാർത്ഥങ്ങളുടെ ഉപയോഗിക്കൽ എന്നിവയിൽ ഏർപ്പെടരുതെന്ന പെരുമാറ്റ ചട്ടത്തിലെ വ്യവസ്ഥകൾ കർശനമായി പാലിക്കേണ്ടതാണെന്ന് നിർദ്ദേശം നൽകുന്നു.

ഈ വ്യവസ്ഥകൾ ലംഘിക്കുന്ന ജീവനക്കാർക്കെതിരെ 1960-ലെ KCS(CC & A) ചട്ടങ്ങൾ പ്രകാരം അച്ചടക്ക നടപടി സ്വീകരിക്കേണ്ടതാണെന്ന് എല്ലാ നിയമനാധികാരികളോടും വകുപ്പുദ്യക്ഷൻമാരോടും നിർദ്ദേശിക്കുന്നു. സർക്കാർ ജീവനക്കാരുടെ ലഹരി പദാർത്ഥങ്ങളുപയോഗിച്ചു കൊണ്ടുള്ള വാഹനം ഓടിക്കൽ, ഓഫീസിലെ മോശമായ പെരുമാറ്റം തുടങ്ങിയവ ശ്രദ്ധയിൽപ്പെടുകയോ, പരാതി ലഭിക്കുകയോ ചെയ്യുന്നപക്ഷം മേലധികാരി ഇക്കാര്യത്തിൽ കർശന നടപടിയെടുക്കണമെന്ന് നിർദ്ദേശിക്കുന്നു. സർക്കാർ ഡ്രൈവർമാർ ലഹരി പദാർത്ഥമുപയോഗിച്ചുകൊണ്ട് വാഹനമോടിക്കുന്നത് ശ്രദ്ധയിൽപ്പെട്ടാൽ അടിയന്തിരമായി സസ്പെന്റ് ചെയ്ത് തുടർനടപടി സ്വീകരിക്കേണ്ടതാണ്. അത്തരം സന്ദർഭങ്ങളിൽ ജീവനക്കാർക്കെതിരെ നടപടി സ്വീകരിക്കാത്ത നിയമനാധികാരികൾ/വകുപ്പുദ്യക്ഷൻമാർക്കെതിരെ ഗുരുതരമായ കൃത്യവിലോപത്തിന് നടപടി സ്വീകരിക്കുന്നതാണ്.

കെ. അജയകുമാർ,
സെക്രട്ടറി.

പകർപ്പ്:— എല്ലാ വകുപ്പു മേധാവികൾക്കും/നിയമനാധികാരികൾക്കും/
ഓഫീസുകൾക്കും.

നിയമം, ധനകാര്യം, ഉൾപ്പെടെയുള്ള സെക്രട്ടേറിയറ്റിലെ എല്ലാ
വകുപ്പുകൾക്കും.

സെക്രട്ടറി, നിയമസഭ സെക്രട്ടേറിയറ്റ് (ആമുഖ കത്ത് സഹിതം).

സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ
(ആമുഖ കത്ത് സഹിതം).

രജിസ്ട്രാർ, കേരള ഹൈക്കോടതി, എറണാകുളം
(ആമുഖ കത്ത് സഹിതം).

അഡ്വക്കേറ്റ് ജനറൽ, കേരള, എറണാകുളം
(ആമുഖ കത്ത് സഹിതം).

മുഖ്യമന്ത്രിയുടെയും എല്ലാ മന്ത്രിമാരുടെയും പ്രൈവറ്റ്
സെക്രട്ടറിമാർക്ക്.

പ്രതിപക്ഷ നേതാവിന്റെ പ്രൈവറ്റ് സെക്രട്ടറിക്ക്.

ഡയറക്ടർ, ഇൻഫർമേഷൻ & പബ്ലിക് റിലേഷൻസ് (വെബ് &
ന്യൂമീഡിയ) വകുപ്പ്.

(പത്രമാധ്യമങ്ങളിലൂടെയുള്ള വിപുലമായ പ്രചരണത്തിനും
സർക്കാരിന്റെ ഔദ്യോഗിക വെബ്സൈറ്റിൽ ഉൾപ്പെടുത്തുന്നതിനും).
സ്റ്റോക്ക് ഫയൽ/ഓഫീസ് കോപ്പി.

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1. G. O. (Ms) No. 40/63/PD.	dated	25-1-1963
2. G. O. (P) No. 444/64/PD.	dated	31-8-1964
3. Circular No. 24059/SD6/66-1/PD.	dated	24-3-1966
4. G. O. (Ms.) No. 130/66/PD.	dated	26-3-1966
5. No. 2/67/PD.	dated	18-1-1967
6. No. 3/68/PD.	dated	13-3-1968
7. Circular No. 43928/SD6/67/PD.	dated	13-3-1968
8. Circular No. 75240/SD6/69/PD.	dated	1-11-1969
9. Circular No. 87263/SD6/70/PD.	dated	13-1-1971
10. Circular No. 94799/SD6/69/PD.	dated	3-5-1971
11. G. O. (Ms.) No. 228/71/PD.	dated	9-8-1971
12. Circular No. 10499/SD6/69/PD.	dated	28-1-1972
13. G. O. (Ms.) No. 244/73/PD.	dated	31-8-1973
14. G. O. (Ms.) No. 141/76/PD.	dated	15-5-1976
15. Circular No. 48063/SS1/75/PD.	dated	27-7-1976
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17. Circular No. 130548/SD2/76/PD.	dated	26-11-1976
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19. Circular No. 148281/SD2/77/GAD.	dated	21-11-1977
20. Circular No. 144316/M1/77/GAD.	dated	5-1-1978
21. Circular No. 49886/R2/79/GAD.	dated	6-7-1979
22. Circular No. 131592/SD2/79/GAD.	dated	5-13-1979
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28.	Circular No. 20802/SS1/84/GAD.	dated	15-2-1984
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30.	Circular No. 49674/SD2/84/GAD	dated	15-10-1984
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53.	G. O. (P) No. 33/2002/P&ARD.	dated	3-7-2002

54. Circular 16160/ഉപ.സി3/08/ഉഭപവ.	dated	8-4-2009
55. G O. (P) No. 13/02/P&ARD.	dated	19-3-2002
56. G O. (P) No. 11/02/P&ARD.	dated	19-3-2002
57. G O. (P) No. 3/05/P&ARD.	dated	18-2-2005
58. G O. (P) No. 12/09/P&ARD.	dated	14-9-2009
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60. G O. (P) No. 7/10/P&ARD.	dated	12-3-2010
61. G O. (P) No. 39/10/P&ARD.	dated	14-12-2010
62. G O. (P) No. 27/14/P&ARD.	dated	7-8-2014
63. Circular No. 515/Adv.C2/15/P&ARD.	dated	23-3-2015
